

**LONGFORD PARISH COUNCIL**  
**Grant Awarding Policy**  
**Adopted by the Council 2<sup>nd</sup> October 2018**  
**(reviewed 2<sup>nd</sup> July 2019)**

Longford Parish Council has the power to award grants. The Parish Council can only award grants using certain legal powers. Where there is no statutory power the Parish Council may use Section 137 of the Local Government Act 1972 to give grants to community organisations. This power may only be used if its use will benefit some or all of its residents or some or all of the area and where the benefit obtained is commensurate with expenditure incurred.

This means that grants cannot be given to individuals. Grants will be considered by the Finance Working Group with a recommendation to the full Parish Council. Grant applications must meet the grant criteria listed below.

**Grant Criteria**

1. Applications must be made on the attached form together with appropriate accounts, supporting financial information or evidenced projected costings.
2. All applications will be considered on their merits but in general, grants will be awarded for specific projects or events. The Council will not give grants towards running costs or salaries.
3. The purpose for which the grant is made must be in the interest of the Longford area.
4. Groups from outside the Parish can apply for a grant but must be able to demonstrate direct benefit to the area and the residents of Longford.
5. The Parish Council will take into account any previous grant made to an organisation or group when considering a new application.
6. The amount of the grant will be at the discretion of the Parish Council.
7. Retrospective applications will not be funded where the expenditure has been made, the project has been carried out or the event has taken place.
8. Payments for grants will not be paid to individual applicants.
9. All grant payments will be conditional upon submission of up to 3 years audited accounts, supporting documentation or invoices/receipts detailing costs of expenditure for projects or events for which the funding is being sought. These must be addressed to the Parish Clerk and dated. Cheques/payments will not be made to an individual applicant.

10. All grant recipients are required to provide the Parish Council with a brief report, including photographs (if applicable) of how the grant has been utilised, how it has assisted the organisation and what it has achieved. This will appear in the Parish Newsletter and/or website.
11. Recognition of the grant from Longford Parish Council must be made in any publicity material.
12. If the grant is put to purposes other than those for which it was awarded without the prior approval of the Parish Council, the recipient organisation will be required to repay the grant to the Parish Council.
13. All invoices to be settled directly with suppliers by the Parish Council must be sent within 28 days of the event. This will ensure that any unspent funds can be re-distributed to other applicants.

### **How will the application be assessed?**

1. How well the grant will meet the needs of the community, providing positive benefit to the inhabitants.
2. How effectively the group will use the grant.
3. Whether the costs are appropriate and realistic.
4. What level of contributions has been, or will be, raised in addition to the grant.

### **General**

1. The deadline for receipt of applications is 31<sup>st</sup> October.
2. Grant applications will be considered by the Finance Working Group. It will make recommendations to the Full Parish Council.
3. Each application will be assessed on its own merits and will be considered along with other applications at the meeting. To ensure as fair a distribution as possible, the Finance Working Group will consider the amount and frequency of previous awards.

### **Conditions of Funding**

1. The Parish Council will only give to projects specifically designed to benefit Longford and its residents.
2. Applications will not be considered from any organisation intending to support any party political or to discriminate on the grounds of race or religion.
3. Only one grant will be considered for an organisation during the year unless there are exceptional circumstances.

4. The Parish Council reserves the right to refuse any grant application which they consider to be inappropriate or against the objectives of the Parish Council.
5. The organisation must be either non-profit or charitable. Applications will not be considered from private organisations operated as a business to make a profit or surplus.

# LONGFORD PARISH COUNCIL

## Grant Application Form

### Section 1: Tell us about you and the organisation

Full name of organisation:
Address of organisation:
Name of person making this application:
Position held within organisation:
Contact address if different from organisation address:
Email address:
Telephone number:
Please describe the purpose of your organisation and what it does:
Do you have a constitution / set of rules and regulations for your organisation? Yes / No If "yes" please provide a copy
Do you have a bank account in the organisation's name which requires at least 2 signatories to authorise payments? Yes / No

### Section 2: Tell us about the project

What is the Project Title:
Write a brief description of the project that you wish to use the grant for:
Describe how it will benefit the community:

What are the proposed start and end dates of the project?
How much will the project cost?
How much are you applying for?
Please list all other sources of funding, including applicant's own funds (please attach evidence of efforts made to match funding):
If the project will have ongoing running or maintenance costs in the future, please indicate how these will be met/funded:

Please attach copies of up to 3 previous year's audited accounts for the applicant organisation. If your application is successful payment will be made by cheque to the applicant organisation (unless otherwise specified).