

SWAFFHAM PRIOR PARISH COUNCIL

GRANT GIVING POLICY

Grants to local organisations.

1. Swaffham Prior Parish Council (the Council) is empowered under legislation to offer community grant funding as is committed to support local clubs and community organisations where it can. To enable the Council to do this, each year a sum of money is set aside in its budget to help with grants. Terms and conditions apply.
2. Grants may be applied for at any time of year and will be discussed at the next Council meeting where time allows.

General criteria.

3. Grants will be made at the absolute discretion of the Council to parish organisations or groups that support the parish, which can demonstrate a clear need for financial support to benefit the parish. Applications for grants must be for projects that:
 - a. are in the parish of Swaffham Prior and not covered by existing or proposed works;
 - b. have a clear objective and be achievable within a reasonable time frame;
 - c. will not incur ongoing maintenance costs for the Council;
 - d. involve or benefit a majority or a significant percentage of parishioners and;
 - e. do not involve any land purchases.

Grant application process.

4. All applications should be made to the Parish Clerk. All applications and supporting documents must be received by the Clerk at least 10 days before the meeting at which the application is to be assessed.
5. Grants will only be made to organisations that supply with the application:
 - a. details of their aims and purposes;
 - b. details of the individuals involved;
 - c. full details of the project or activity;
 - d. demonstration that the grant will be of benefit to the local community within the parish;

Conditions of funding.

6. Applications will be considered from voluntary groups or registered charities operating on a not-for-profit basis for the benefit of Swaffham Prior's community. Applications will not be considered from private organisations operated as a business to make a profit or surplus.
7. Grants will not be made to projects that discriminate on any grounds.
8. Applications will not normally be considered from national organisations or local groups with access to funds from national 'umbrella' or 'parent' organisations, unless funds are not available from their national bodies, or the funds available are inadequate for a specified project.
9. Applicants will have to have the capacity to receive a cheque or bank transfer – cash is not an option.
10. The administration of and accounting for any grant shall be the responsibility of the recipient. All awards must be properly accounted for and evidence of expenditure should be supplied to the Council as required.

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11. Ongoing commitments to award grants or subsidies in future years will not be made. A fresh application will be required each year.
12. Each application will be assessed on its own merits.
13. The Council may make the award of any grant or subsidy subject to such additional conditions and requirements as it considers appropriate. The Council reserves the right to refuse any grant application which it considers to be inappropriate or against the objectives of the Council.
14. Any grant can only be used for the purpose for which it was awarded unless the written approval of the Council has been obtained for a change of use of the grant monies. Any unspent portion of the grant must be returned to the Council by the end of the financial year in which it was awarded.
15. Nothing contained herein shall prevent the Council from exercising, at any time, its existing duty or power in respect of providing financial assistance or grants to local or national organisations under the provisions of the Local Government Act 1972, section 137.

How the application will be assessed.

- How well the grant will meet the needs of the community, providing positive benefits to parishioners.
- How effectively the applicants will use the grant.
- Whether the costs are appropriate and realistic.
- What level of contributions has been or will be raised locally.
- Whether the applicant could be reasonably have been expected to obtain sufficient funding from another, more appropriate source.

To be reviewed at the Annual Meeting of the Parish Council or earlier if required.