

# SEAMER PARISH COUNCIL

## Policy for award of Grants from the Community Fund

### Introduction

The Parish Council has the remit to award funds ('grants') from the Community Fund to benefit the local parish and its residents. This Policy forms an addendum to the Community Fund Constitution. An annual report on the Community Fund by the Chair of the Parish Council is presented at the annual Parish Meeting to the Parish Council and independent Chairperson and members of the community.

### Rationale and Key features

The Parish Council awards grants at its absolute discretion, to local organisations, charities or projects which can demonstrate a clear need for financial support to achieve an objective which will benefit (or meet a proven need of) the Parish and community by:

- ✓ Providing a facility or service.
- ✓ Improving the environment.
- ✓ Addressing traffic issues and health & safety within the Parish.
- ✓ Encouraging the participation of children and young people (U18) in events within the Parish.

The Parish Council will not award grants to or for:

- Private individuals.
- Commercial or Personal organisations.
- Political parties.
- Activities and events which may be deemed discriminatory.
- Purposes for which there is a statutory duty upon other local or central government departments to fund or provide 'upward funders'; i.e. local groups where fund raising is sent to a central HQ for redistribution.
- Religious organisations: unless for a purpose which does not discriminate on grounds of belief.

N.B.

This list is not exhaustive and may be added to at the Parish Council's discretion.

Only one application for a grant will be considered from any organisation in any one financial year unless exceptional circumstances are deemed to apply.

Ongoing commitments to award grants in future years will not be made. A fresh application will be required each year. This will be at the discretion of the Parish Council.

Grants will not be made retrospectively.

### Application and Assessment procedure

In order for a grant application to be considered as part of the Parish Council's budget process for administration of Community Fund grants, applications for grants must be received at least two weeks prior to a Parish Council meeting, in order for such an application to be included on the meeting agenda. The Parish Council meets bimonthly, usually on the 3rd Tuesday of the month. Meeting dates are published on the Parish noticeboards and in agendas and minutes of the Parish Council.

An Application Form should be completed for each grant request.

Forms are available from the Parish Clerk on [scapa20@hotmail.com](mailto:scapa20@hotmail.com) and may be returned electronically or in paper format.

Applicants will be informed about the outcome of their grant application as soon as possible after the Parish Council meeting.

Each application will be assessed on its own merits. However, to ensure as fair a distribution as possible of available funds, the Parish Council will consider the amount and frequency of any previous awards, and the geographical spread within the Parish. Due account may also be taken of the extent to which funding has been sought or secured from other sources or fund-raising activities. In some circumstances the grant may be provided in kind rather than cash.

The Parish Council may make the award of any grant or subsidy subject to such additional conditions and requirements as it considers appropriate. The Parish Council reserves the right to refuse any grant application which it considers to be inappropriate, or against the objectives of the Parish Council.

### **Successful Applications**

A grant award must only be used for the purpose stated on the application. If the organisation is unable to use the money, or any part of it, for the purpose stated, then all monies, or unexpended part of such monies must be returned to the Parish Council.

There are some circumstances whereby VAT may be reclaimed from projects. In such circumstances, at the discretion of the Parish Council, this will be directed to support non-application community projects.

Where equipment is gifted to an organisation or for the benefit of the community, the Parish Council requires that it is insured and maintained at the expense of the user.

Signed on behalf of Seamer Parish Council: *Philip R Taylor* (Chair)  
20th November 2018.

Due to be reviewed: May 2020