

10. SMALL GRANTS POLICY

11.1 INTRODUCTION

The purpose of this policy is to define the roles and responsibilities within Enborne Parish Council for awarding small grants.

The intention of this policy is to establish a framework for achieving an effective method for supporting voluntary, community and not-for-profit organisations to undertake projects that support people living in Enborne Parish. These may include, for example, community facilities, community activities, crime reduction, support for rural areas.

11.2 THE LEGAL FRAMEWORK

A grant is any payment or gift made by Enborne Parish Council to an organisation for a specific purpose that will benefit Enborne Parish, or residents of Enborne Parish, and which is not directly controlled or administered by Enborne Parish Council. The law requires that Section 137 grants must be "in the interests of or will directly benefit the area or its inhabitants, or of part of it, or some of it" and "the direct benefit should be commensurate with expenditure."

11.3 APPLICANTS

Applicants should be an organised group with clearly defined aims, objectives and procedures. They should have a bank account and preferably a constitution. The group must be undertaking a project or providing a service which can be demonstrated to be of real benefit to residents of Enborne Parish. Typical examples are voluntary groups and societies, clubs, not-for-profit organisations and charities operating in the Enborne area. Groups from outside of Enborne Parish who can demonstrate direct benefit to the area are eligible to apply. Applications from private individuals and commercial organisations will not be considered.

11.4 TERMS AND CONDITIONS

The organisation must be able to demonstrate a need for financial support. Enborne Parish Council will not normally award a grant if costs can be met from available funds or other sources.

The maximum grant to be awarded by Enborne Parish Council is £1,000 but will normally be considerably lower. Organisations must be able to demonstrate that they are matching the grant from their own funds or other sources. Enborne Parish Council will not award a grant for more than 50% of the total cost of a project.

Enborne Parish Council may award as a grant either the whole or a proportion of any amount that is requested.

Any grant awarded by Enborne Parish Council can only be spent in accordance with the purpose for which it was given.

Enborne Parish Council reserves the right to recover any grant and/or moveable equipment purchased with grant money if the grant is not used for the purpose for which it was given.

Enborne Parish Council may require an applicant to attend a meeting of the Parish Council to explain their application or provide further information.

Copies of paid invoices and the relevant accounts may be required for audit purposes.

Retrospective applications will not be considered where the expenditure has been made, the project has been carried out or the event has taken place.

11.5 SUBMITTING AN APPLICATION

Applications should be made by e-mail to the Enborne Parish Clerk (enbornepc@newbury.net) or by letter, giving full details of:

- The reason for the grant application
- The amount that is being requested
- How the grant will be funded from other sources
- The organisation's bank account
- The organisation's constitution where applicable

11.6 DECIDING AN APPLICATION

Enborne Parish Council will vote on an application at the next Parish Council meeting. A majority vote to accept the grant request is required before payment can be considered. Payment will only be made as and when Parish funds become available.