



## **GRANT AWARDING POLICY**

## Stoke Mandeville Parish Council – grant awarding policy

<b>Title</b>	<b>Grant awarding policy</b>
<b>Owner</b>	<b>Chairman</b>
<b>Version number</b>	<b>1.0</b>
<b>Primary audience</b>	<b>General public, councillors and staff</b>
<b>Document location</b>	<b>Shared drive</b>
<b>Objective</b>	
This policy sets out the council's position on the awarding of grants.	

Stoke Mandeville Parish Council can provide a grant to local voluntary bodies for specific projects or assets, which will aid their operation for the benefit of local people. Any Club, Society or organisation based within the Parish of Stoke Mandeville can apply.

The Parish Council awards grants at its discretion to organisations based in Stoke Mandeville which can demonstrate a need for financial support to achieve an objective which will benefit the Parish of Stoke Mandeville.

The Parish Council is NOT able to award grants to:

- Private individuals
- Commercial organisations
- Purposes for which there is a statutory duty upon other local or central government departments to fund or provide
- Political parties
- Religious organisations: unless for a purpose which does not discriminate on grounds of belief

This list is not exhaustive and may be amended at the council's discretion.

- All applications for grants should be submitted using the Council's application form.
- Only one application for a grant from an organisation will be considered in any one financial year.
- All grants given must be for the benefit of some or all the parishioners of Stoke Mandeville.
- 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 council.
- The organisation/project must be properly constituted and administered in relation to its financial management and controls. A copy of the organisation's constitution must be provided along with the last year end accounts.
- The maximum grant will be £1,000 in any one financial year. In exceptional circumstances the Council may resolve to exceed this amount.
- Grants may only be used for the purpose set out in the application and must be spent within the financial year in which they are awarded.
- The application for grant must be made before any works relating to the application have been commenced. Grants will not be made retrospectively.
- Applicants may attend the Parish Council meeting at which the application is to be considered. If the applicant wishes to speak to the application, they must inform the Clerk in advance of the meeting.

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- Where in respect for specific works or items of equipment, three quotes should be obtained for the work.

The Parish Council reserves the right to refuse any grant application which it considers to be inappropriate, or against the objectives of the Council.

This policy will be reviewed annually at the Annual Meeting of the Parish Council held in May.

### Supporting Materials

This policy should be read in conjunction with the following supporting materials:

- TBA

### Review and approval

#### Sign off

<b>Finance &amp; Governance C'tee</b>	<b>13/10/20</b>	
<b>Full Parish Council</b>	<b>20/10/20</b>	

#### Next review date

This policy should be reviewed every year or when significant change occurs to the subject matter.

The next review date for this policy is the **2021** Annual Meeting of the Parish Council.

### Version Control / History

Version no.	Author	Date	Status/Comments
0.1	GWS	03.10.2020	Policy put into new template with minor amendments
1.0	GWS	20.10.2020	Signed off version