



Grant Awarding Policy

Introduction to Policy

A grant is any payment made by the Council to be used by an organisation for a specific purpose that will benefit the Parish, or residents of the Parish, and which is not directly controlled or administered by the Council. The Council awards grants, at its discretion, to Parish organisations which can demonstrate a clear need for financial support to benefit the Parish by:

- Providing a service
- Providing an event
- Enhancing the quality of life
- Improving the environment
- Promoting the Parish of Paulton in a positive way

Maximum grant per application

The maximum grant payable to any one individual/organisation will normally be less than **£2,000** but more may be granted up to a maximum of **£4,000** in exceptional circumstances based on the importance of the "project" to Paulton residents.

The right to ensure that any grant funds have been properly spent

A condition of any grant is that the Clerk reserves the right, on behalf of the Council, to inspect any purchases of furniture, materials and equipment, etc, or any building work that has been carried out, to verify that the grant has been used for the purpose authorised. This will usually be by the inspection of receipts for purchases and all receipts and copy invoices should therefore be retained for inspection by the Clerk.

1) Who can apply:

- Clubs and societies
- Voluntary bodies and associations
- Non-profit making organisations
- Charities
- Individuals

2) What can and can't be applied for.

You can apply for:

- In order to qualify for a grant, applications must demonstrate a direct benefit to the Paulton area, and all or some of its residents.
- At the discretion of the Parish Council you may be awarded a block grant for the term of the Council.

You can't apply for:

- Projects that have been completed.
- For the promotion of political or religious beliefs or for illegal activities.
- Organisations or charities operating abroad.
- Grants or donations cannot be utilised to "sponsor" named individuals, e.g. aspiring sportsmen etc.

Formal requirements

- All grant applications have to be accompanied by a fully completed application form, a financial statement (e.g. statement of accounts, income & expenditure).
- Successful grant recipients will be required to provide evidence to the Parish Council of how the grant was spent. This is to be done by writing a short report that will be published in the Paulton Magazine.
- Recipients may be asked to acknowledge Parish Council support on stationery and promotional material.
- Local groups that are affiliated to regional or national organisations will qualify provided the local group is required to function substantially as an independent financial unit within the area of Paulton.
- Where a "starter grant" is provided, the Parish Council will need to be satisfied that the organisation concerned has proposals to become self-supporting.
- Where a grant is awarded towards a capital project, the organisation concerned should be able to demonstrate that it has clear plans for raising the remainder of the necessary finance.
- Where a grant is given towards the purchase of equipment, an item(s) or as a contribution to building works etc, **the grant will only be paid once an invoice has been received** from the organisation concerned, or upon the production of other equivalent evidence to the satisfaction of the Clerk.
- The Council reserve the right to withdraw or reclaim any monies given if the eligibility criteria for, and conditions relating to grants have been breached.
- Grants will not be paid where the service is normally provided directly by a principal Council, the Health Authority or Central Government.
- Private concerns operated as a business to make a profit will not normally be granted aid unless there is a demonstrable benefit for local employment.
- **It is requested groups provide Paulton Parish Council with a written report as to what the money has been spent on. The report of how the money has been spent can include copies of invoices and receipts, photos, press clippings, etc. where applicable. This information should be submitted by the end of March 2025.**

Grant application process

Main Grants:

Application packs will be available in early January each year until the end of February. Applications must be received by a date in March. Full details of the timescales will be included on the application form. All applications will be considered during the April full Council meeting and all applicants within 5 working days.

Small Grants:

These grants are usually for less than £200 and are offered on a one-off basis to support a particular project, event, activity or the purchase of equipment. Small grants can be applied for throughout the year, please contact the Clerk for an application form.

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