



Grant Awarding Policy

1. Purpose of the Policy

Moretonhampstead Parish Council provides grants to support projects that deliver clear benefits to the Parish and its residents. Grants are awarded from limited public funds and must therefore be used responsibly, transparently, and in line with this policy.

The Council awards grants to support community-led initiatives that align with the Council's priorities and contribute positively to life in the Parish.

A grant is defined as any payment made by the Council to an organisation for a specific purpose that benefits the Parish, where the activity is not directly controlled or administered by the Council.

For the budget year 2026/27, the Council has allocated a grant budget of £2,000.

2. What the Council Will Fund

The Council may award grants to Parish-based organisations that can demonstrate a clear need for financial support and whose work contributes to one or more of the following:

- Providing a service to the community
- Enhancing quality of life
- Improving the local environment
- Promoting the parish of Moretonhampstead in a positive way

Capital Funding Only

The Council will only fund capital costs (e.g., equipment, materials, physical improvements). Revenue costs, including staffing, salaries, ongoing running costs, or routine operational expenses, will not be funded.

Funding Limit

The Council will fund up to 50% of the total project cost. Applicants must demonstrate how the remaining funding will be secured.

3. Eligibility

To be eligible, organisations must:

- Be non-profit or charitable
- Be based in, or primarily serving, the parish of Moretonhampstead
- Have a bank account in the organisation's name with two authorised signatories
- Demonstrate community benefit within the Parish
- Hold adequate insurance appropriate to the project or activity

Applications will not be accepted from:

- Individuals
- Private businesses or profit-making organisations
- National organisations or local branches with access to national funding, unless national funds are unavailable or insufficient
- Projects seeking retrospective funding

4. Application Process

1. **Submission** All applications must be submitted to the Clerk, who will collate the required information and present it to the Council for consideration.

Applications are normally accepted **before 28 February** and **before 31 July** each year.

2. **Application Form** Applicants must complete the Council's application form in full. Incomplete applications may be returned for further information.
3. **Supporting Information** Applicants must provide:
 - A copy of the organisation's constitution or statement of aims
 - Full details of the project or activity
 - Evidence of community benefit within the Parish
 - The estimated number or proportion of beneficiaries living in the Parish
 - A clear explanation of the need for funding
 - A copy of the previous year's accounts, or for new initiatives, a detailed budget and business plan

Supporting documents for unsuccessful applications will not be retained. Successful applications and essential supporting documents will be retained for audit and monitoring purposes in line with the Council's retention schedule.

Applications submitted without the required supporting documents will not be considered. The Council will not request missing documents from applicants.

4. **Decision-Making** The Council will assess each application on its merits and may request further information. All applicants will be notified of the Council's decision following the relevant meeting.
5. **Budget Guidance** Applicants may request guidance from the Clerk on the level of funding likely to be available in a given budget year.

5. Conditions of Funding

1. Grants will only be awarded to non-profit or charitable organisations.
2. Grants will not be made to individuals.
3. Grants will not be awarded retrospectively.
4. Applications from national organisations will only be considered where national funding is unavailable or insufficient.
5. Organisations must have a bank account requiring two authorised signatories.
6. Recipients are responsible for administering and accounting for the grant. Evidence of expenditure must be provided if requested.
7. Only one application per organisation per budget year will be considered.
8. The Council will not make ongoing or multi-year commitments. A fresh application is required each year.
9. Each application will be assessed on its own merits.
10. The Council may apply additional conditions as it considers appropriate.
11. Grants must be used only for the purpose for which they were awarded. Any proposed change must be approved in writing by the Council.
12. Any unspent funds must be returned to the Council by the end of the budget year in which the grant was awarded.
13. The Council may award grants in response to unforeseen urgent events at its absolute discretion, where it considers such support to be in the interests of the community.
14. Nothing in this policy prevents the Council from exercising its powers under Section 137 of the Local Government Act 1972.

15. The Council will request a progress update six months after payment and, if necessary, a completion update twelve months after payment.
16. The Council will fund capital costs only, not revenue or staffing costs.
17. Failure to provide monitoring information when requested may affect future eligibility for grant funding.

6. Governance and Transparency

- Councillors must declare any interests and will not participate in decisions relating to organisations with which they are connected.
- Grants will be awarded in accordance with the Council's Financial Regulations and Standing Orders.
- Information will be processed in accordance with the Council's Privacy Notice.
- The Council may request that its support is acknowledged in publicity materials, where appropriate.

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Next review May 2028