



# Crowthorne Parish Council Grant Awarding Policy

**Adopted by Council – October 2019**

Each year Crowthorne Parish Council considers requests for grants to assist organisations that work for the benefit of local residents or who are involved in delivering valued services to the Crowthorne Parish community.

Any organisation can only make one application for a grant in any one financial year (April to March). The Council regrets that it is not able to award grants to individuals.

The full amount allocated for grants will be outlined in the annual precept. Applications for funding must be received by the beginning of December. Organisations which are successful in their application will normally be presented with their cheques at the Annual Parish Meeting of Crowthorne Parish Council held between March and April each year.

## **CONDITIONS OF FUNDING**

- Applications will be considered from charitable or non-profit making organisations.
- An organisation is required to submit audited accounts or accounts that have been independently examined by a suitably qualified person, for the previous two financial years or, in the case of a newly formed organisation, a detailed budget and business plan.
- All applications must demonstrate clearly how a grant or subsidy will be of benefit to the local community within the Parish.
- Where the 'amount being applied for' is considered inappropriate by the Parish Council the application will either be refused, or the amount applied for reduced.

The organisation will normally be expected to have clearly written aims and objectives, a written constitution and membership rules, copies of which should be submitted as part of the application. In addition, an organisation must demonstrate that it is properly managed and able to run its affairs responsibly.

An organisation is required to have a bank account in its own name with authorised representatives required to sign each cheque.

Ongoing commitments to award grants or subsidies in future years will not be made. A fresh application will be required each year.

Each application will be assessed on its own merits and will be considered along with other applications at a meeting of the Parish Council. To ensure as fair a distribution as possible, the Council will take into account the amount and frequency of previous awards.

Due account will be taken of the extent to which funding has been sought or secured from other sources or own fund-raising activities. Further details of other organisations that may be supportive may be obtained from the Assistant Clerk.

If approved by the Council, the grant will be paid by cheque or by alternative lawful means deemed appropriate by the Parish Council. It must be acknowledged promptly by the organisation, stating the amount granted.

Any grant must only be used for the purpose for which it was awarded unless the written approval of the Parish Council has been obtained for a change in use of the grant monies.

Any unspent portion of the grant must be returned to the Parish Council by the end of the financial year following the year in which it was awarded, unless the organisation is still fundraising for the original item/activity the grant was awarded for and the fundraising target has not been reached. In such a case the organisation may be required to provide evidence of the fundraising total to date and a clear plan for when it expects to reach its fundraising target and purchase the item/activity the grant was awarded for.

The Parish Council reserves the right to request feedback or receipts to demonstrate how the money has been spent and/or to inspect the outcome of the expenditure.