CLIVE PARISH COUNCIL
GRANT AWARDING POLICY AND PROCEDURE

Adopted: 19 April 2018
Last updated and re-adopted: March 2023, Reviewed: March 2025, 2026
Next Review Date: March 2027

1. Policy

The Parish Council awards grants, at its discretion, to organisations that can demonstrate a clear need for financial support to benefit the parish and its residents by:

- Providing a service
- Enhancing the quality of life
- Improving the environment
- Promoting the Parish of Clive in a positive way
- Improving recreation / sports

Any grants awarded must be used for the purpose for which the application was made, and written evidence of how the grant has been used must be received by the Parish Council before any subsequent requests for financial support will be considered.

Who can apply?

a) Local Clubs / Societies / Organisations
b) Regional / National Charitable Bodies providing a service which will benefit the local community.

Only one application for a grant will be considered from any organisation in one financial year. 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. Grants will not be made retrospectively for money already spent.

Organisations will normally be expected to have clear written aims and objectives, a written constitution, and a separate bank account controlled by more than one signatory.

2. How much funding is available

The Council's budget for donations varies each year according to other budgetary priorities. Agreed budgets can be found on the Finance page of the Parish Council website. If your request is above the current year's published budget, please contact the Clerk to discuss.

If your grant request exceeds £1000 and/or involves construction, this will require more time to consider.

For grant requests exceeding £1000, particularly if these involve other grant applications, or construction projects, the Parish Council requires at least 3 meetings' additional notice of your grant request. This will allow the Parish Council to discuss specific details and practicalities of the request with the organisation. As the Parish Council does not meet in December, organisations should contact the Parish Council at the latest by early September. In general, the more notice that is given for larger projects, the better.

It is important to note that Councils manage public funds, which in Clive Parish Council's case are predominantly sourced through Council Tax. With projects involving construction, clear costs will need to

be established early on to ensure the Parish Council is satisfied that the grant will represent value for money for local taxpayers. The Council must be satisfied on this point before it will approve any grant request involving construction.

3. Application Procedure

When to apply?

Normal applications can be made at any time during the year but must be received by the Clerk **before the end of January (please see point 2 above if you are submitting a larger grant request).**
All applications submitted are accumulated and considered annually at the February meeting of the Parish Council.

How to apply?

• Complete the Grant Application Form
• Submit the completed application form **AND** a copy of the most recent year-end accounts to the clerk **before end of January.**
• Send applications by email to: clerk@clive-pc.gov.uk or by post to: 11 High Fawr Close, Oswestry, SY11 1TE

4. Assessment Procedure

The Parish Council will consider all applications at its February meeting, and will inform all applicants of the outcome of their application as soon as possible after the meeting.

Each application will be assessed on its own merits. However, to ensure as fair a distribution as possible of available funds, the Parish Council will take into account the amount and frequency of any previous awards, and how many people within the Parish will be positively impacted by the project. Due account may also be taken of the extent to which funding has been sought or secured from other sources or fundraising activities.

The Parish Council may make the award of any grant subject to such additional conditions and requirements as it considers appropriate. The Parish Council reserves the right to refuse any grant application which it considers to be inappropriate or against the objectives of the council.

5. Successful Applications

All applicants will be informed of the outcome of their application as soon as possible following the February Council meeting. If your application has been successful, the clerk will liaise with you regarding payment of grant funding.

Any grants awarded must only be used for the purpose stated on the application form. Written evidence of how the grant has been used must be received by the Parish Council within 12 months of the grant being awarded. No subsequent requests for financial support will be considered until such evidence has been received.

If the organisation is unable to use the grant awarded, or any part of it, for the purpose stated in the application, then all monies or unexpended part of such monies must be returned to the Parish Council. Where equipment is gifted to an organisation, the Parish Council requires that it be insured and maintained at the expense of the organisation that has applied for grant funding. The Parish Council takes no responsibility for the maintenance or condition of any such gifted equipment.

Contact

If you have any further queries regarding this policy or grant applications, please don't hesitate to contact the Parish Council Clerk.

Email: clerk@clive-pc.gov.uk
Tel: 01691 674742
Post: 11 High Fawr Close, Oswestry, SY11 1TE