

Long Ashton Parish Council Small Grant Awarding Policy

Policy Statement

This policy applies to grants of £2,000 or less. A grant or subsidy is any payment made by Long Ashton Parish Council (LAPC) to be used by an organisation or individual for a specific purpose to increase the wellbeing of the community, either generally, or for a specific purpose and which is not directly controlled or administered by LAPC. The purpose of any grant or subsidy given by LAPC is to support initiatives in the local community and to help create opportunities for the residents of Long Ashton Parish that are not, as a matter of course, funded by LAPC.

Guidelines for Grant Applications and conditions for use of grants

- 1) It is a condition of any grant application that the group or project must bring direct benefit to the residents of Long Ashton Parish. All applications must clearly demonstrate how this will be achieved.
- 2) Grant application forms are available from the Clerk or from the Parish Council website. Application forms must be submitted along with the latest set of the group's accounts. It is important that all questions on the application form are fully answered and that any appropriate additional information, which supports an application, is provided.
- 3) LAPC is unable to award funding retrospectively. Applications must be for activities yet to be delivered and should be concluded within twelve months of a funding award being paid, unless otherwise agreed.
- 4) The scheme may provide start-up awards for new as well as grants for existing organisations. Applications will be considered for day-to-day running expenses (Core Costs) and individual projects.
- 5) Applications WILL NOT be considered from:
 - Organisations intending to support or oppose any particular political party or to discriminate on the grounds of race or religion or which otherwise contravene the Parish Council's Equality Policy.
 - Private organisations operated as a business to make a profit or surplus.
 - "Upward funders", i.e. local groups whose fund raising is sent to their central HQ for redistribution.
 - National Charities
- 6) Applications will not normally be considered from national organisations or local groups with access to funds from national "umbrella" or "parent" organisations, unless funds are not available from their national bodies or the funds available are inadequate for a specified project.
- 7) Any applicant is to confirm that they have complied with their organisation's internal grant application process, if any.

- 8) Applications from religious groups will be considered where a clear benefit to the wider community can be demonstrated irrespective of their religious beliefs. Compliance with this requirement will need to be demonstrated throughout the project.
- 9) Schools will only be grant aided for environmental purposes or if, in the opinion of LAPC, their application is for the benefit of the wider community. Schools are not eligible for the youth grant.
- 10) If an organisation is acting on behalf of other groups as a facilitator it can submit multiple applications for grants in one year providing that such grants are not in related fields or projects and in consecutive years.
- 11) Applications from education, health or social service establishments will be considered where the organisation can demonstrate that it is working in partnership with other groups and where there are benefits to the wider
- 12) It must be understood that any grant must only be used for the purpose for which it was awarded unless the written approval of LAPC has been obtained in advance for a change in use of the grant monies, and that any unspent portion of the grant must be returned to LAPC by the end of the financial year in which it was awarded.
- 13) The administration of and accounting for any grant or subsidy shall be the responsibility of the recipient including public liability insurance and health and safety risk assessment and mitigation.
- 14) LAPC reserves the right to request any further information that it deems necessary to assist the decision-making process. Account will be taken of the amount and frequency of previous awards and of the extent to which funding has been sought or secured from other sources or own fund-raising activities.
- 15) Ongoing commitments to award grants or subsidies in future years will not be made. A fresh application will be required each year.
- 16) The size of any grant awarded is at the sole discretion of LAPC; youth grants up to a maximum of £200.
- 17) LAPC may make the award of any grant or subsidy subject to such additional conditions and requirements, as it considers appropriate.
- 18) LAPC reserves the right to refuse any grant application which is considered to be inappropriate or against the objectives of LAPC.
- 19) The recipient of a grant shall ensure that the funding provided by LAPC is acknowledged in all relevant publicity or promotional material.
- 20) The recipient of a grant must provide a report within 30 days of the project/ funding award ending or by 30 April (whichever is sooner), explaining the benefits and impact the project has achieved for the residents of Long Ashton, including numbers of individuals and testimonials where possible.
- 21) Any grant awarded shall be subject to the terms set out above.