North Mymms Parish Council

Grants Awarding Policy

Adopted by North Mymms Parish Council on 23 February 2022

Date of next Review: February 2025

Grants Awarding Policy

1. Introduction

A grant is any payment made by North Mymms Parish Council (*the Council*) to be used by an organisation in the furtherance of the well-being of the local community, either generally or for a specific purpose, and which is not directly controlled or administered by the Council.

The purpose of this Policy is to advise those wishing to apply for a grant on how to make an application, how the application is considered and the process once a decision is made.

2. General

The contribution made by the many organisations and individuals to the well-being of the local community is recognised by the Council as important to our society. The purpose of any grant given by the Council is to support initiatives in the local community and to help opportunities to the residents of Bell Bar, Brookmans Park, Bullens Green, Welham Green and parts of Little Heath.

This Policy has been prepared to explain the details of the grant scheme, so please read it carefully before completing the attached application form.

Although the Council will give as much help as possible, the administration of and accounting for any grant shall be the responsibility of the recipient.

There is a limited budget for grants each year, so it is important that all questions on the application form are fully answered and that any appropriate additional information, which supports the application is provided.

3. Conditions of funding

Applications will be considered from organisations, but not limited to, capital funding for equipment and funding for particular events or projects.

Applications will not be considered from:

- Organisations intending to support or oppose any particular political party or be discriminate on the grounds of race or religion;
- Private organisations operated as a business to make a profit or surplus;
- “Upward funders”, ie local organisations whose fund-raising is sent to their central HQ for redistribution: or
- National charities

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.

Schools will only be grant aided for environmental purposes or if, in the opinion of the Council, their application is for the benefit of the wider community.

Applications for organisations within the education, health or social service sphere will only be considered where the organisation can demonstrate that it is working in partnership with other groups and where there are benefits to the wider community in the parish.

All applications must demonstrate how the grant will be of benefit to the local community in the parish.

An organisation is required to submit audited accounts or accounts that have been independently examined by a suitably qualified person for the previous financial year.

Ongoing commitments to award grants 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 Council meeting. To ensure as fair a distribution as possible, the Council will take into account the amount and frequency or previous awards to the organisation and of the extent to which funding has been sought or secured from other sources or own fund-raising activities.

The Council reserves the right to request any further information that it deems necessary to assist the decision-making process.

The size of any grant awarded is at the sole discretion of the Council.

4. Grant Decision

As indicated above, grant applications will be considered at a Council meeting. Details of the Council meetings are on the Council's website. The application must be received by the Clerk at least two weeks before the date of the Council meeting.

Applicants will be informed as soon as possible after the Council meeting as to the outcome. If the application has been approved, the Council aims to send electronic payment to the organisation as soon as practicable.

The Council reserves the right to refuse any grant application which it considers to be inappropriate or against the objectives of the Council. Further the Council will not fund activities outside its powers and functions.

5. After the decision

Acknowledgements of financial support received from the Council will be required on documentation and any promotional material, literature or other media.

6. Grant Review

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

To ensure this occurs, successful applicants must provide receipts or other evidence of expenditure within six months of receipt of the grant award. Applications must also provide a description of the actual benefit of the project to the community within six months of receipt of the grant award.

If the organisation ceases to exist for any reason prior to spending the grant or fails to spend the monies within 12 months of the award, the Council may ask for all or part of the monies to be returned. For the avoidance of doubt, once the purpose of the award of the grant has been achieved, any unspent portion of the grant must be returned to the Council.

North Mymms Parish Council
Grant Application Form

Please ensure you have read the Council's Grant Awarding Policy before completing this form.

To enable the Parish Council to assess it, please provide as much information as possible in order to support your application.

All the information you enter on the Application Form will be stored and held in accordance with the Data Protection Act 1998 and General Data Protection Regulations 2018 and used by North Mymms Parish Council for the purpose of analysing and recording grants.

1.	Name of the Organisation or Group	
2.	Contact details: name, address, telephone number and/or email	
3.	Nature of the Organisation or Group	
4.	Number of members in the Organisation or Group and % living in the Parish	
5.	Amount of grant requested	
6.	For what purpose or project is the grant requested?	
7.	Who would benefit from the grant and approximately how many of those who would benefit are living in the Parish?	
8.	If the total cost of the project is more than the grant, how will the residue be financed?	

9.	Current financial status (Please enclose the last two year's audited accounts) or charity number	
10.	How do you intend to maintain the financial viability of your Organisation or Group?	
11	Please feel free to provide additional information which you feel will support this application.	
12	I confirm that, as far as I know, the information contained in this application is true and accurate	Name: Signature: Position Held: Date:
13	If awarded, North Mymms Parish Council will transfer the grant funding into the named bank account. Please provide the following information:	Account Name: Bank Account No: Sort Code:
14	**For Council use only:** Date Received: Date Acknowledged: Grant Awarded: Minute: Payment Made: Authorised by Parish Clerk:	