



Grant Awarding Policy

REVIEW DATE

September 2025

REVISION DATE

September 2024

REPLACES POLICY

September 2020

BACKGROUND

Goostrey Parish Council sets aside a sum of money each year for good causes in the parish, available to local organisations as a grant. The sum allocated by the council is part of the annual precept the Parish Council collects from the electorate and is available for distribution from 1st April each year.

The Parish Council has the power to award grants, under the General Power of Competence, to organisations which will benefit the parish and its residents. The council makes an annual budget provision for grants to help meet its aims.

Contributions may be made to charities and bodies providing a public service on a non-profit making basis. Contributions to charities and bodies providing a public service do not have to bring any direct benefit to the council's area or to its inhabitants.

No further amount will be allocated from the annual budget if the money is committed before the end of the financial year (end of March each year). In exceptional circumstances, the Parish Council may consider allocating additional funds from reserves.

POLICY STATEMENT

Applications will be accepted throughout the financial year from individuals (on behalf of a group) or not for profit community groups, to provide benefit to residents of Goostrey. There is no upper limit for grant applications as each application will be considered on its own merits. The only limiting factor is the total budget the Council has set aside for grants.

We operate the following criteria when considering an application for grant funding:

- Only one application for a grant in each financial year
- The organisation must be non-profit making (and not an individual)
- Individuals applying for a grant on behalf of a group or organisation must provide a letter of support from that group or organisation along with the application.
- Grants are not made retrospectively
- The organisation must be one that, in some way, benefits the local community
- The organisation must demonstrate a clear need for financial support by providing a description of the project / activity for which a contribution is needed
- A financial statement is provided in support of the grant application
- Efforts to generate contributions from other sources must be submitted

- A report on how the money was spent should be submitted to Goostrey Parish Council
- Monitoring may take place

PROCEDURE

Although applications will be accepted throughout the year, they will normally be considered four times during the financial year – in the months of April, July, October and January, therefore applications should be submitted to the Clerk not later than the 7th of the preceding month with the information set out in the Policy above using the Council's application form. The application will be placed on the Finance Committee Meeting agenda for consideration whenever possible and the committee will decide on the application based on the information provided. The Committee will recommend its decision be ratified at the next Full Council meeting. In circumstances where the grant application requires urgent consideration, the application may be placed on the agenda for the next Parish Council meeting for review. In this situation advice from the Clerk and Finance Committee should be sought to establish the level of grant funding available.

Please note that all agenda papers are published and therefore in the public domain. The Clerk of the Council will inform the applicant of the Council's decision and arrange payment, if the application is successful, or provide an explanation, if the grant was turned down.

Should the application be successful:

- Written receipts must be provided by the organisation and a report detailing how the funds have been used for the purposes specified in the application.
- The Council reserves the right to require repayment in the event of the outcome not being achieved.

GRANT APPLICATION FORM

If you consider your organisation is eligible to apply for a grant please complete the form and return to the Parish Council office at Goostrey Village Hall, Main Road, Goostrey CW4 8PE. If you have any queries please contact the Clerk of the Council to discuss your application on 01477 535825 or email clerk@goostreyparishcouncil.gov.uk

MONITORING

The Policy will be monitored by the Clerk, and the Council as a whole.

POLICY APPROVAL

Council Minute 09.25.20.5

POLICY REVIEW DUE

September 2026