

# SELBORNE PARISH COUNCIL GRANT AID POLICY



## Introduction

Selborne Parish Council (“the Council”) provides grants to support local organisations and projects within the Parish. This policy sets out the criteria the Council will use to approve grants and sets out how organisations and groups should apply for grant funding and the evidence they need to provide.

The Council will give grants where the expenditure is in the interests of, and will bring direct benefit to, their area or any part of it or all or some of its inhabitants.

This means that the Council welcomes applications from organisations and groups wishing to provide services or facilities in the Parish or for the benefit of residents. Where an applicant operates outside of the Parish, the Council will seek assurance that any grant given will be spent within the Parish to benefit residents.

### Criteria for granting funds

1. All grants awarded are considered on an Individual basis and there is no assumption that funding is ongoing.
2. The Council will set aside a grant amount in its budget each financial year and will deal with applications on a case by case basis. Once the limit of the budget is reached no further grants will be awarded except where the Council agrees by resolution.
3. Where a Councillor is a member of a group/organisation applying for funding, the Councillor must declare an interest in the matter and refrain from voting. (moved from Procedure for awarding grants)
4. Grants are available for all ‘not for profit’ organisations and may be used for one off events, the set up or ongoing running costs of an organisation, or as a contribution to one off exceptional costs.
5. No organisation can apply for more than one grant in any one financial year, except in exceptional circumstances which should be resolved by Council
6. Grants cannot be made to individuals unless the Parish directly benefits; grants cannot be made to fund political activities.
7. The Council will assess applications with particular reference to the number of residents who will benefit and whether any particular category of residents would receive specific benefit, for example young children, the elderly, the disabled.
8. The grant can only be used for the stated purpose set out in the application. Any change to this must have the consent in writing of the Council. Where this is not complied with the Council reserves the right to ask for repayment of the grant.
9. The Grant Application Form sets out the documents that need to be submitted with the application and no application can be considered without the supporting documentation.
10. Grants cannot be awarded retrospectively for any event or project.

Date adopted: 24 July 2024

Date to be reviewed: 24 July 2025

## **Procedure for awarding grants**

1. All applications must be made in writing to the Clerk using the Grant Application Form. The Clerk will arrange for the applications that meet the criteria set out in this policy to be considered at a Council meeting.
2. Organisations applying for grants will be invited to attend the Council meeting where decisions about their application will be made, and may be invited to answer questions about their application.
3. There will be no maximum grant figure as the Council will look at all the applications received by the deadline (usually 31 December) and allocate funds according to need. Where grant applications exceed the grant budget a smaller grant may be offered and applications will be dealt with on a pro- rata basis.
4. For grant applications in excess of £1,000 three quotes should be submitted or an explanation of why this is not possible.
5. In some cases, where an estimated cost is provided a grant may be agreed in principle by the Parish Council and the organisation then requested to obtain a number of estimates (usually three) for the work to be carried out. These should be submitted to the Parish Council for approval before the contract is awarded.
6. The Council reserves the right to decline an application.
7. The Council may ask for written feedback from an applicant explaining how the grant has benefitted them and any such request for feedback will be set out in the decision letter.