



BURGHILL PARISH COUNCIL

# **POLICY FOR DETERMINING SMALL GRANT APPLICATIONS**

**A policy setting out the procedure for awarding Small Grants**

**ADOPTED OCTOBER 2020**

Each financial year the Parish Council makes small grants available to organisations which support the local community. The process starts by local organisations being invited to submit their grant applications to the Parish Clerk by the end of September each year. If successful, an amount is then set aside within the Councils budget, which in turn is funded through the Annual precept.

#### **What to consider when awarding a grant;**

- Purpose of awarding the grant.
- Funding may be awarded to include Charities, Community Organisations, and Individuals.
- Funding should only be granted to encourage beneficial activities and outcomes for the Parish and its environment.
- Is there an alternative source of funding?
- The detailed application should be submitted in writing to the Clerk with sufficient information to enable the Parish Council to reach a decision.
- Ensure that the applying Organisations have a Safeguarding Policy in place if applicable.

#### **Responsibilities and Assurances;**

- The Parish Council must be able to take reasonable steps to ensure that the grant will be used for the purpose(s) described and ensure that the applicants understand this requirement before the award is granted
- Once the Parish Council has decided to award a grant, it has a duty to require the Organisation to confirm that it has used the funding for the purpose that it was intended. This can be in the form of written confirmation, specifically within the Precept year that it was awarded
- In the case of an Organisation being unable to fulfil its planned outcome or specific activities, then the Parish Council may decide to defer further grant funding until the Organisation can do so. In certain circumstances the Parish Council may ask for the return of funds awarded.