



## CLAPHAM PARISH COUNCIL - GRANT POLICY

### **Policy Statement/Summary**

The Council awards grants, at its discretion, to organisations which can demonstrate a clear need for financial support, and which will benefit the Parish by:

- Providing a service
- Enhancing the quality of life
- Improving the environment
- Promoting the Parish of Clapham in a positive way

An overall limit for the annual provision of grant aid will be determined as part of the budget setting process, although applications may be made throughout the year. These are public funds, and the Parish Council must show that they have been properly spent

### **Who can apply**

Grant applications will be considered from community groups, voluntary organisations, educational and religious groups and sports/recreational clubs that operate on a not-for-profit basis supported by unpaid volunteers (please refer to 'Exclusions').

Applicants must be based in Clapham or evidence that use of the grant will benefit the residents of Clapham.

Only one grant application will usually be considered for any club, society or organisation in any one financial year (1<sup>st</sup> April - 31<sup>st</sup> March).

### **Making an application**

Applications can be made at any time using a form available from the clerk, who will be happy to assist should you have any questions or need help with completing or submitting the request.

All applications will be considered on their merits but in general grants will be awarded for specific projects or events.

Adopted 29.7.21. Review July 2022.

Appropriate accounts, other supporting financial information or projected costings must accompany an application to evidence the level of funding sought.

Applicants must specify the intended use of the grant and clearly explain the wider community benefits that will derive from the funding.

Constitutions, rules or other governing documents, names of officers and annual accounts must be submitted as part of the application process.

### **Receiving a decision**

Applications will be considered at a full council meeting and all applicants will be notified in writing of the Council's decision within 6 weeks of their application being received.

Successful applications will receive the funds within 2 weeks of the date of this letter.

### **Terms and Conditions**

A written report is required to confirm how the money has been spent including invoices and receipts to verify the expenditure.

No change to the use of the grant will be allowed without prior express written authority of the Parish Council.

Grants will not be awarded retrospectively, and all grants must be spent within 12 months of being awarded.

Failure to achieve the specified purpose of the grant within 12 months or undertaking an unauthorised variation, shall require the recipient to return all of the grant funding to the Parish Council.

The recipient must acknowledge the Clapham Parish Council as funders on all correspondence and publicity material or any item purchased in recognition of the grant funding from the Parish Council.

Recipients must declare that acceptance of the funding offered will not result in double funding. Any match or pooled funding, where declared, would not be considered double funding.

The Parish Council's decision is final.

### **Exclusions**

The following will not normally be funded, although the list is not exhaustive, and may be added to at the Council's discretion

- Private individuals
  
- The activities of political organisations or of religious organisations, unless they can show they operate clear and open community activities which do not require membership or connection to the organisation and that the application will be of benefit to the community.
  
- General operational and maintenance costs.

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- Events that have already occurred, equipment already purchased, works already started or completed.
- Repayment of loans or cost of services, equipment or provisions in anticipation of a grant.
- Organisations that have a closed or restricted membership.
- Organisations that are the responsibility of another public body/agency, although some form of matched/joint funding might be considered.
- “Upward funder” i.e. local groups where fund-raising is sent to a central HQ for redistribution.
- Purposes for which there is a statutory duty upon other local or central government departments to fund or provide.
- The Council will not make grants towards running costs or salaries.

Please contact the clerk at [clerk@clapham-wsx-pc.gov.uk](mailto:clerk@clapham-wsx-pc.gov.uk) for further details or to request an application form.