

# **KINGSLAND PARISH COUNCIL**

## **COMMUNITY PROJECTS/GRANTS POLICY**

Kingsland Parish Council adopted the following policy on [9 January 2019]:

- 1) The amount set aside each financial year for grants/donations is to be agreed upon annually at the Parish Council meeting in which the budget and precept is recommended and set.
- 2) All applications for grants/donations must be made in writing and submitted to the Clerk.
- 3) All grant/donation applications must be decided by a Parish Council meeting.
- 4) Kingsland Parish Council must satisfy itself that the grant/donation will benefit the area and a significant number of residents. Ideally there should be clear evidence of local need or demand for the proposed project/activity.
- 5) Applications for a significant amount i.e. £500 and over must be accompanied by supporting documents, including:
  - Summary of the applicant's accounts for the last financial year.
  - Proposed project details including a breakdown of costings.
  - Details of the applicant's organisation, committee and meeting structure, appointed officers, etc. Councillors must feel confident that appropriate management mechanisms and financial controls are in place within the applicant's organisation.
  - Other funding sources/grants applied for in relation to the project concerned.
- 6) If requests received exceed the money available in a financial year, then Councillors will target projects/donations which benefit as many people as possible within the parish. In exceptional cases the overall budget allocated to Community Projects can be increased by a meeting of the Parish Council.

### **Grant Conditions:**

- a. will not be awarded to individuals.
- b. will not be made retrospectively.
- c. will not be awarded to fund activities of a political nature, nor activities considered to be the responsibility of the local authority (Herefordshire Council).
- d. will not be awarded to organisations that make or attempt to make a profit.
- e. organisations other than small volunteer groups applying for a grant should be properly constituted, with appointed officers.
- f. will be awarded on the assumption that other sources of income have been sought.
- g. the grant must be used for the purpose for which the application was made.
- h. if the organisation/body is unable to use the money for the stated purpose within six months of receipt by the organisation/ body, it must be returned to Kingsland Parish Council immediately after that time.
- i. any recipient receiving a grant is required to acknowledge the contribution with a receipt.

- j. the Parish Council reserves the right to request an end of project report, including a breakdown of expenditure, together with receipts within 3 months of the project completion. (Unless agreed otherwise, projects should be commenced within 6 months of an offer).
- k. failure to comply with the above may result in the rescinding of the grant and a request for its return.
- l. these conditions will be included in a letter to applicants for grants from Kingsland Parish Council. The applicant must sign and return to the Parish Council a copy of this letter, to indicate they will comply with the conditions, before the grant/donation is issued. Where the Council exercise the right reserved in clause j these conditions will be included.

**Recommended grants for consideration:**

Kingsland PCC (for community purposes only)

Coronation Hall Committee

Kingsland Life

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