

# KINGS CLIFFE PARISH COUNCIL GRANT APPLICATION POLICY

*Version 1.0 July 2021*

## **1. AIM**

- 1) The aim of this policy is for Kings Cliffe Parish Council to encourage and support organisations with community activities and viable projects through small grants. Grants awarded will be for the benefit of Kings Cliffe Parish residents.

## **2. ELIGIBILITY**

- 1) The Parish Council will award Grants at its sole discretion to organisations that demonstrate a clear need for financial support to benefit the Parish by providing facilities or services to enhance the quality of life of Kings Cliffe Residents.
- 2) All applications will be considered on their merit and the amount of any Grant awarded will be at the sole discretion of the Parish Council and there will be no right of appeal.
- 3) Grants will not be made retrospectively and an Applicant may make only one Grant Application per financial year. The Parish Council will not commit to award Grants for future years.
- 4) The Parish Council reserves the right to refuse any Grant Application which it considers to be inappropriate or in conflict with the objectives of the Parish Council.
- 5) The Parish Council always have regard for its financial position/reserves when deciding on the value of grant awards and will not enter into any loan agreement to secure funding on behalf of an applicant.

## **3. CONDITIONS OF FUNDING**

- 1) All conditions under which a Grant may be awarded must be met, including any additional conditions stipulated by the Parish Council at the time the Award is granted i.e a deadline or timeframe by which the Grant must be used.
- 2) Grants will not be paid until the entire cost relating to the Application has been secured. In cases where other sources of funding are being sought, a written Conditional Offer may be provided by the Parish Council to assist in securing such additional funding.
- 3) The Parish Council reserves the right to require the repayment in full or in part of any Grant where an Applicant does not comply with any imposed Conditions.
- 4) The administration of and accounting for any Grant will be the responsibility of the recipient.
- 5) Awards must be properly accounted for and evidence of expenditure must be supplied to the Parish Council upon request.
- 6) Grants will not normally be awarded for the general running costs of Community Interest Groups and Social Enterprises (i.e. staff costs, consumables, etc.)
- 7) Applicant's are expected to be fully transparent in their funding and spending and to publish their full financial accounts online. If an applicant does not have their own website on which to publish such information, the PC would expect to receive the applicant's full financial accounts in PDF format as part of the application and reserves the right to publish this information.

#### **4. GRANT APPROVAL PROCESS**

- 1) Applicants will be required to complete an Application Form, available from the Parish Council Clerk, or from the Parish Council Website ([www.kingscliffe-pc.gov.uk](http://www.kingscliffe-pc.gov.uk)). All questions on the Application Form must be fully answered. The Clerk to the Parish Council will collate all information provided by the Applicant for presentation to the Parish Council.
- 2) Applicants will be expected to present the plans, purpose, costings and all other relevant matters in person to a meeting of the Parish Council.
- 3) Grants can only be approved by a full meeting of the Parish Council where the application appears on the agenda.

#### **5. PAYMENT**

- 1) Payment will normally be made in the form of a cheque made payable to the applicant's organisation.
- 2) In exceptional circumstances, the Parish Council may choose to pay suppliers directly in which case invoices must be correctly address to the Parish Council.

#### Revision History

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|-----|------------|-------------------------|
| 0.1 | June 2021. | First Draft             |
| 1.0 | July 2021. | Adopted by the Council. |