

Thurlestone Parish Council

Grant Awarding Policy

Adopted May 2024

Reviewed May 2025

1. INTRODUCTION TO POLICY

1.1 This Policy ensures that the awarding of grants is open and transparent. A grant is any payment made by the Council to be used by an organisation for a specific purpose that will benefit the Parish, or residents of the Parish, and which is not directly controlled or administered by the Council. The Council awards grants, at its discretion, to Parish organisations which can demonstrate a clear need for financial support to benefit the Parish by:

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

1.2 Applicants are encouraged to look at alternative sources of funding in addition to this scheme.

2. GRANT APPLICATION PROCESS

2.1 Applications may be submitted at any time during the financial year.

2.2 The Council has a limited budget each year and guidance can be given to applicants as to how much money is likely to be available in a specific financial year

2.3 Once all funds have been allocated, no further grants can be awarded until the next financial year.

2.4 The Parish Clerk will receive all applications in the first instance. A designated Councillor will then collate all the necessary information from the applicant ready for presentation and discussion at the appropriate Council meeting.

2.5 Applicants will be required to complete an application form (see Appendix 1). All questions on the application form should be fully answered and additional appropriate information, which supports an application, should be provided.

2.6 In addition to the application form organisations will be required to provide the following supporting information:

- * a copy of their written constitution or details of their aims and purpose,
- * full details of the project or activity,
- * demonstration that the grant will be of benefit to the local community within the Parish,
- * the proportion or number of beneficiaries living in the electoral area,
- * demonstration of a clear need for the funding,
- * a copy of the previous years accounts or, for new initiatives, a detailed budget and business plan.

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3. CONTACT DETAILS FOR SUBMISSION

- 3.1 Completed application forms and supplementary documentation should be sent to the Parish Clerk at: Thurlestone Parish Council, 27 Buckwell Road, Kingsbridge, TQ7 1NQ, or by email to clerk@thurlestoneparishcouncil.gov.uk. In case of query, email the Parish Clerk or telephone 07921 586626.

4. ELIGIBILITY

- 4.1 Schemes are open to charitable, voluntary and community organisations based in the Thurlestone Parish Council. In exceptional circumstances, consideration may be given to similar organisations outside Thurlestone Parish Council if there is a strong connection to the Parish and the grant will be used for the benefit of the Parish.
- 4.2 The Council seeks to provide grants to deliver one or more of the following outcomes:
- * Provides a new (or improves an existing) asset or service to benefit a significant percentage of Thurlestone Parish Council 's community;
 - * Enables people of Thurlestone Parish Council to take opportunities that would otherwise be unavailable to them, particularly for those aged under 18 and/or over 65 yearsof age;
 - * Enhances the profile and reputation of Thurlestone Parish Council.
- 4.3 Applicants must have a bank account in their organisation's name.

5. RESTRICTIONS

- 5.1 Only one application per organisation in any one financial year.
- 5.2 Grants will only be awarded to an organisation, not to an individual.
- 5.3 Applications will not be considered for:
- * Costs which should be met by statutory provision/public funds;
 - * Repeat or renewal of grants;
 - * Political groups or activities promoting political beliefs;
 - * Religious groups (unless for non-religious activities);
 - * Hospitality;
 - * Salaries and office costs;
 - * Core school expenditure;
 - * Retrospective funding.

6. ALL APPLICANTS INDICATE AGREEMENT TO THESE TERMS AND CONDITIONS

- 6.1 The grant applied for may not be awarded in full.
- 6.2 The grant must be spent in accordance with the original application.
- 6.3 The Council may request written updates and reports on progress, including the impact the funding has had, proof of spending and photos.

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- 6.4 The Council can insist on the repayment of a grant in full if these terms and conditions are breached, and any charity involved may be referred to the Charity Commission.
 - 6.5 The Council reserves the right to reclaim funds not spent in accordance with the approved grant application left unspent after one year of receipt, or in full/partially for breach of conditions.
 - 6.6 Any publicity to be agreed jointly in advance. Recipients should acknowledge the Council's financial support in press releases and publicity.
 - 6.7 Recipients must advise the Council prior to disposing of any resources or equipment funded/part-funded/supplied by the Council as part of a grant application within two years.
 - 6.8 Successful applicants must sign an agreement to these Terms & Conditions prior to receiving the grant.
 - 6.9 If an application is deferred, further information may be requested. There is no need to re-apply.
 - 6.10 The Council will handle your data according to our GDPR policy. The personal information provided when applying for a grant will be treated in accordance with the principles used by the Council to manage our relationship with you, help us assess your grant application, or send you information you have requested. If a grant is awarded, the name of your organisation and the amount will be published on our website and subject to disclosure under the Freedom of Information Act.
- 7. WHAT HAPPENS AFTER AN APPLICATION HAS BEEN SUBMITTED?**
- 7.1 Applications that meet the grant award criteria will be considered at the Full Council Meeting following receipt of the application.
 - 7.2 The Parish Clerk will contact you by phone, email or letter to confirm the outcome.

Thurlestone Parish Council - Adopted May 2024
Review Date May 2026

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Appendix 1

Application Form for Grant for Voluntary Organisations Local Government Act 1972, Section 137

Grants are provided for local charitable, voluntary and community organisations who provide a benefit for the parish of Thurlestone. Please refer to the 'Grant Awarding Policy' that accompanies this form.

PLEASE COMPLETE IN CAPITAL LETTERS:

Name and registered address of Organisation	
Contact Name, email and telephone number	
Amount of grant requested	£
Reason for grant request (please continue on separate sheet if necessary)	

By signing this application you/your organisation agree to the policy conditions attached to this form

Signed..... Date.....

Position in organisation.....

Please send this form together with a copy of latest bank statement or accounts to:

Email: clerk@thurlestoneparishcouncil.gov.uk