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## **Grants Policy**

### **1. Scope of Funding**

A grant is any payment made by the Parish Council to an organisation for a specific purpose that will benefit the Parish or residents of the Parish of Nuthurst, and which is not directly controlled or administered by the Parish Council. The law requires that Section 137 grants must be “in the interests of or will directly benefit the area or its inhabitants, or of part of it, or of some of it” and “the direct benefit should be commensurate with expenditure”.

Funding support will be considered to voluntary and community sector organisations that are:

- Based in or around the Parish of Nuthurst and delivering activities or services to the residents of the Parish.
- Based outside of the Parish of Nuthurst but are providing activities or services not otherwise available to the residents of the Parish.

### **2. Policy**

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

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

The Parish Council will not award grants to:

- Private individuals
- Commercial organisations
- Purposes for which there is a statutory duty upon other local or central government departments to fund or provide

- 'Upward funders' ie local groups where fund raising is sent to a central HQ for redistribution
- Political Parties
- Religious organisations, unless for a purpose which does not discriminate on grounds of belief

Only one application for a grant will be considered from any organisation in any one financial year (unless there are extraordinary circumstances).

Ongoing commitments to award grants will not automatically be made. A fresh application will be required each year.

Grants will not normally be made retrospectively.

### **3. Availability of Funds**

The availability of funds to support voluntary activity is dependent on the Parish Council's overall financial position and the choices it makes when allocating its resources. The Council will support direct financial support in the form of grants to eligible bodies. It is not the role of the Parish Council to seek grants from other agencies to finance projects.

### **4. Application Procedure**

Organisations requesting financial assistance will be invited to submit a letter of application, completed application form and most recent certified accounts, the Parish Council for consideration, and organisations will be required to explain the reasons for the grant with clear aims and objectives.

Each application will be assessed on its merits. However, to ensure as fair a distribution as possible of available funds, the Parish Council will take into account the amount and frequency of any previous awards. Due account may also be taken of the extent to which funding has been sought or secured from other sources or fund raising activities.

### **5. Giving of a Grant**

If the grant application is successful the Parish Council would welcome a report showing how the money has been spent. Should a grant be awarded but not then used for the purpose intended, it must be returned to the Council.

### **6. Timescales**

Grant applications will be discussed at the Annual Budget meeting of the Parish Council which is held on the second Wednesday in November. If the grant application is successful the payment will be included on agenda for the Annual Meeting of the Parish Council, which is held on the 1<sup>st</sup> Wednesday in May.

Adopted 4<sup>th</sup> October 2017



## Grant Application Form

1.	Name of Organisation	
2.	Name, address & position of contact in the organisation	
3.	Phone number of contact	
4.	Email address of contact	
5.	Is the organisation a Registered Charity?  If yes, Charity Number	Yes / No
6.	Amount of Grant Requested?	£
7.	For what purpose or project is the grant requested?	
8.	What will be the total cost?	£
9.	When will the money be spent?	
10.	Who will benefit from the project?	
11,	Approximately how many of those who will benefit live in the Parish of Nuthurst?	

Please submit this form together with a covering letter giving any other information which you feel will support your application, together with recently certified accounts. In signing this form you agree to abide by any Terms & Conditions included within the policy.

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

Name (In capitals) .....

Please return the completed application form and supporting documents to:

Sarah Hall, Clerk to Nuthurst Parish Council  
107 Morris Drive, Billingshurst, West Sussex RH14 9ST