

# MARDEN PARISH COUNCIL

## GRANTS POLICY

Adopted by Marden Parish Council on 12 August 2019

Marden Parish Council has adopted the following policy:

- 1) The maximum sum set aside each financial year for grants and donations is to be agreed upon annually at the full Parish Council meeting in which the precept is set
- 2) All applications for grants must be made in writing and submitted to the Clerk, using the relevant application form depending whether the application is for £200 or less or for above £200
- 3) All grant applications must be decided by a full parish council meeting
- 4) Marden Parish Council must satisfy itself that the grant 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) Each **application for more than £200** must be accompanied by supporting documents:
  - Summary of the applicant's accounts for the last financial year, if applicable
  - Proposed project details including a breakdown of costings
  - Details of the applicant's organisation/group membership, and structure if applicable. Councillors must feel confident that appropriate management mechanisms and financial accountability are in place within the applicant's organisation/group
- 6) Small grants of £200 or less do not need to provide accounts or as much detail – see the relevant application form
- 7) If the grant requests received exceed the grant monies available in a financial year, then councillors will target projects / grants which benefit as many people as possible within the parish

### DONATIONS / GRANTS CONDITIONS

1. Grants will not be awarded to individuals
2. Grants will not be awarded to fund activities of a political nature, nor activities considered to be the responsibility of the principal authority
3. Grants will not be awarded to organisations that make, or attempt to make, profit for the benefit of members or owners over and above revenue expenditure, e.g. running costs, staff costs, premises maintenance and general overheads
4. Organisations/groups applying for a grant should be able to provide the required information on budgeting, financial accountability and membership of the organisation/group
5. Grants will be considered on the assumption that other sources of income have been sought, evidence may be called for
6. Grants will only be considered when accompanied by sufficient and appropriate documentation, including financial records if applicable. If there is insufficient documentary evidence the application will not be considered
7. If the organisation / body is unable to use the grant for the stated purpose, monies must be returned to Marden Parish Council

8. The grant must be used for the purpose for which the application was made. Any unused monies must be returned to Marden Parish Council at the earliest opportunity
9. Any applicant receiving a grant is required to acknowledge Marden Parish Council's contribution
10. Failure to comply with the above may result in the rescinding of the grant and a request for its return
11. A letter awarding a grant from Marden Parish Council will be sent to applicants. The applicant must confirm receipt of the grant in writing / by email to the Clerk
12. All grants are awarded at the Parish Council's discretion. Marden Parish Council's decision is final and there is no right of appeal

Review by: September 2020

Signed:

Date:

David Bennett, Chair Marden Parish Council