

Cantley With Branton Parish Council



www.cantleywithbrantonparish.co.uk

GRANT AWARDING POLICY

1) Scope of Funding

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

- Based within the parish and delivering activities or services to residents of the parish,
- Based in close proximity of the parish but are providing services/activities that are not available in the parish and are known to be accessed by residents of the parish.

2. Availability of Funds

2.1 The availability of funds to support voluntary activity is dependent on the council's overall financial position and the choices it makes when allocating resources. The council will supply direct financial support in the form of grants to eligible bodies in line with the agreed budget provision.

3. Definition of a Grant

3.1 A grant is defined as an award of funds to an organisation to undertake voluntary and community activities. The organisation themselves will determine their activities and the Council makes a financial contribution through awarding funding.

4. Eligible Groups

4.1 An eligible group is usually:-

- A not for profit body or where profit or income is recycled for the public good
- Undertaking work for the benefit of the parish
- Independent and determines its own aims and objectives
- Formally constituted, having a management committee made up of volunteers who are the employing body, ranging from small local self help groups to branches of national charities
- Formally constituted and/or has charitable status

4.2 Eligible Groups can also include:

- Voluntary organisations that employ paid workers for their experience or skills and may or may not have volunteers to carry out some of their activities,
- Community groups made up entirely of volunteers.

4.3 The Council will allocate resources to the eligible groups:

- Against clear and consistent criteria,
- Who achieve quality and effectiveness of services,
- Have common and transparent arrangements for agreeing objectives, monitoring performance and evaluation

4.4 In order to maintain a consistent approach all requests for grant funding will be reviewed by the Council in the following areas to achieve Best Value:

- Level of service delivery/value for money
- Quality of service
- Financial management
- If there is a real need for financial assistance from the Council

This policy was adopted by the parish council on 5 May 2010.

- Meeting gaps in existing provision
- Governance
- Meeting changing needs
- Attracting new sources of funding
- Reducing duplication
- Increased voluntary activity

5. Guidelines for Grant Applications

5.1 Applications should be made in writing to the Clerk to the Council and include clear justification for the application. Applications from local groups should include a copy of their latest accounts. Applications cannot be made retrospectively and must only be used for the purpose for which it was intended unless written approval is given by the parish council. Any unspent grant must be returned to the parish council by the end of the financial year in which it was awarded.

6. Decisions

6.1 Decision making will be on the basis as set out in paragraph 4 and a decision will normally be made by the Council at its next meeting usually within 8 weeks of receipt of the application.

7. Performance Management

7.1 The Council recognises that performance management is an important means of showing that public money is spent in the right way and achieves the best value.

7.2 In the allocation of monies there will be a need to ensure the effective monitoring and evaluation which focuses on outcomes. To achieve this it is proposed that;

- Monitoring should be proportionate to the amount of funding support awarded
- Monitoring should be used to demonstrate achievement
- Information collecting will be kept as simple as possible and proportionate

8. Risk Assessment

8.1 There are various associated risks involved in providing funding support. Voluntary and community groups will be encouraged to carry out risk assessments to identify possible areas of concern for example;

- Audit process
- Systems and processes in place to minimise fraud
- Safeguarding