

## St. Albans Parish Council

3 Jackson Court, Farndon, Newark, Notts, NG24 3TS,  
Email: [clerk@stalbanpc.org](mailto:clerk@stalbanpc.org) Mobile: 0785 7774847

# GRANT APPLICATION POLICY

## Introduction

St Albans Parish Council is committed to supporting local organisations and groups whose work benefits some or all of the residents of the St Albans Parish Council area. A grant is any payment or gift made by the Parish Council to 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 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 some of it" and "the direct benefit should be commensurate with expenditure". Similar considerations will apply when considering applications for other grants.

## Policy

The Parish Council awards grants, at its absolute 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, and promoting the Parish of St Albans 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 authorities 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.

This list is not exclusive, and may be added to at the Council's discretion.

A grant can be used in various ways, for example: • purchase of new or improved equipment/facilities • supporting a specific event • improving the environment.

The Council will consider applications for grants between £50 and £5000.

All applications for grants are considered by the Parish Council with each application assessed on its own merits.

Once a decision has been made it is final, with no appeals. No further identical or similar applications will be considered for 12 months unless the Council accepts that exceptional circumstances apply.

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

Grants will not be awarded retrospectively.

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### Who is eligible?

Local voluntary or charitable groups (clubs, societies and organisations) whose work benefits some or all of the residents within the St Albans Parish Council area.

### Those NOT eligible

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
- Organisations who discriminate against anybody with protected characteristics..

This list is not exclusive, and may be added to at the Council's discretion.

### Procedure

Funding applications may be submitted at any time during the financial year. In order to be considered at the Council meeting following submission, the application has to be complete and received by the Clerk not less than 7 working days before a scheduled meeting. All applications require:

- A completed application form
- The number, or percentage, of members that belong to the organisation and that live within the St Albans Parish Area
- Details of any restrictions placed on who can use/access their services
- Confirmation (on the application form) that it agrees with the Parish Council's Equality and Diversity Policy, or provide a copy of their own policy
- Confirmation and details of an active Youth Policy – where applicable.
- Organisations will be expected to have clear written aims and objectives, a written constitution, and a separate bank account controlled by more than one signatory.

All applications in excess of £500 must be accompanied by the organisation's previous year's accounts. The Council reserves the right to request further financial and governance documentation before making a decision.

All grants awarded will be subject to regular 'report back' to St Albans Parish Council as to progress and/or community benefit.

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### Assessment Procedure

At the Parish Council's annual budgeting meeting an amount will be set from which grants will be awarded during the following financial year. A decision upon an award will remain for approval by the Parish Council at the appropriate meeting following the application.

Once the grants budget is exhausted, the Parish Council will only consider emergency requests for assistance, and generally only from organisations with whom it has close links.

An emergency grant request, once received in writing, will be considered at the next available meeting of the Parish Council.

Each application will be assessed on its own merits..

The Parish Council may make the award of any grant or subsidy subject to such additional conditions and requirements as it considers appropriate. The applicant will confirm in writing that these conditions will be met before any payment will be made. The Parish Council reserves the right to refuse any grant application which it considers to be inappropriate, or against the objectives of the Council.

Nothing contained herein shall prevent the Parish Council from exercising, at any time, its existing duty or power in respect of providing financial assistance or grants to local or national organisations under the provisions of the Local Government Act 1972, Section 137.

### Successful Applications

A grant award must only be used for the purpose stated on the application. If the organisation is unable to use the money, or any part of it, for the purpose stated, then all monies, or unexpended part of such monies must be returned to the Parish Council. The Parish Council may request proof of expenditure.

Organisations receiving grants are required to advise their users/members that the grant or equipment has been received from St Albans Parish Council. Where appropriate, the Parish Council may require a notice to be affixed.

Where equipment is gifted to an organisation, The Parish Council requires that it be insured and maintained at the expense of the user.

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# Grant Application Form

Name of Organisation
Contact Details
Position within Organisation
Telephone
Email
Is your organisation a registered charity?
If yes, charity number
Project for which grant is required?
Total Cost
Have any funds been requested from other sources?
Success/failure of application, and amount requested
Amount of grant requested from St Albans Parish Council.
When are the funds required?