

MAIDWELL WITH DRAUGHTON PARISH COUNCIL

Grant Awarding Policy and Procedure

Introduction

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 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” (Section 137 Local Government Act 1972).

Policy

The Parish Council may award 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 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.

This list is not exhaustive and may be added to at the council’s discretion.

Only one application for a grant will be considered from any organisation in any one financial year. Ongoing commitments to award grants in future years will not be made. A fresh application will be required each year. This will be at the discretion of the council. Grants will not be made retrospectively.

Application Procedure

Organisations requesting financial assistance are required to submit:

- A completed application form or equivalent information in writing to the Clerk at Maidwell with Draughton Parish Clerk – details at bottom of page
- The number or percentage of members of the organisation that live within the Parish
- 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 Equal Opportunities Policy

Save in exceptional circumstances, applicants will normally be expected to have clear written aims and objectives, a written constitution, and a separate bank account controlled by more than one signatory.

All grants awarded will be subject to ‘report back’ to the Parish Council as to progress and/or community benefit.

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. 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 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 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 the Parish Council. Where appropriate, the Parish Council may require a notice to be affixed. Where equipment is gifted to an organisation, the Parish Council may require that it be insured and maintained at the expense of the user.

Grant Application Form

This form must be submitted to the Council to assist in making its decision.

A copy of the group's accounts for the previous financial year must be attached to the application.

Name of group or Organisation applying for a grant	
Contact's name	
Position in the group	
Contact's address	
Contact's telephone number	
Contact's email address	
Brief description of the group and its aims	

Brief description of the day to day running expenses or project for which you are applying for a grant	
Please state the amount of grant required.	
Please state total cost of the project. Please provide details of how this figure is made up	

Please indicate other sources of income for this project	
Numbers of members in the group	
Number of members resident in the parish	

Additional information to support your application.	
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The information submitted is correct	
I attach the constitution of the organisation	
I attach a copy of the latest accounts	

Our Bank details are:

Bank	
Name of Account:	
Sort Code	
Account Number:	

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Signed (responsible person)

Date

Position.....

Please return your signed application form together with the supporting information to:

Mrs Sarah Smith
Parish Clerk
Maidwell with Draughton Parish Council
The Old Gateway
High Street
Naseby
Northampton
NN6 6DD

Or email to clerk@maidwellwithdraughtonparishcouncil.gov.uk

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