

## **Great Glen Parish Council**

### **Grant Application Policy**

#### Aim

- a) The aim of this policy is for Great Glen Parish Council to encourage and support voluntary organisations or individuals with activities and viable projects through small grants.
- b) Grants awarded will be for the benefit of Great Glen residents.

#### Eligibility

- a) The Parish Council will award Grants at its sole discretion to Organisations or in exceptional circumstances, individuals within the Parish that demonstrate a clear need for financial support to achieve a particular goal.
- b) All applications will be considered on their merit and the amount of any Grant awarded will be at the sole discretion of the Parish Council and there will be no right of appeal.
- c) Grants will not be made retrospectively, and an Applicant may only make one Grant Application per financial year.
- d) The Parish Council will not commit to award Grants for future years.
- e) The Parish Council reserves the right to refuse any Grant Application which it considers to be inappropriate or in conflict with the objectives of the Parish Council.

#### Conditions of Funding

- a) Grants will not be paid until the entire cost relating to the Application has been secured. In cases where the other sources of funding are also being applied for, a Conditional Offer, in writing from the Parish Council may be provided to be used to secure additional funding.
- b) All conditions under which a Grant may be awarded must be met, including any additional conditions stipulated by the Parish Council at the time the award is granted.
- c) The Parish Council reserves the right to require the repayment of any Grant where the Applicant does not comply with any imposed Conditions.
- d) The administration of and accounting for any Grant will be the responsibility of the recipient and must be properly accounted for with evidence supplied to the Parish Council upon request.

#### Grant Approval Process

- a) Applicants will be required to complete an Application Form, available from the Parish Council Clerk, or from the Parish Council's website ([www.greatglen-pc.gov.uk](http://www.greatglen-pc.gov.uk)).
- b) All questions on the Application Form must be fully answered.
- c) The Clerk to the Parish Council will receive all Applications in the first instant and will then collate all information provided by the Applicant for presentation at a Parish Council Meeting.
- d) Applicants should attend the Parish Council Meeting at which their Application will be considered and should be prepared to answer questions that may be raised in debate.

- e) Dates of the Parish Council Meetings will be displayed on the Parish Council's notice boards and on its website.
- f) The Decision of the Parish Council on whether to award a Grant is final and the Applicant will be advised in writing, following the Parish Council's decision.

#### Change of Circumstances

- a) Grants may only be used for the purpose for which they are awarded
- b) Any change to the detail of the original Application must be advised to, and agreed by the Parish Council.
- c) The Applicant must also notify the Parish Council in writing, immediately, should there be any change of circumstances which affects or is likely to affect its financial position.
- d) If the purpose for which the application is made is cancelled or only partially completed, Grant funding must be immediately returned to the Parish Council.
- e) Grants may only be used by the original Applicant and cannot be assigned or distributed to another party.
- f) Where the Applicant Organisation is wound up, any unused Grant monies must be immediately returned to the Parish Council and any equipment with Grant funding may be claimed by the Parish Council.

#### Monitoring

- a) The Parish Council reserves the right to ensure that a Grant is being used as intended
- b) Successful Applicants will be required to provide a report on how the Grant was used to the Parish Council at the Annual Parish Meeting. This will include a project achievements and outcomes, detail on who benefited as a result of the Grant funding and any outstanding issues.
- c) As part of its formal audit process the Parish Council may require additional monitoring.

#### Publicity

- a) Successful Applicants are expected to acknowledge the support of the Parish Council, including, for example in the Applicants Annual Reports, Posters and Advertising.
- b) All acknowledgements must be in accordance with the Parish Council's branding guidelines and a copy of any such promotional material must be approved by the Parish Council Clerk, in advance.
- c) The Parish Council may publicise Grant awards and details of resulting achievements in Parish Council publications, including but not limited to the Local Press and Social Media.