Crigglestone Parish Council
Grant Aid Policy

1. Background Information

The purpose of any grant given by the Parish Council is to support initiatives in the local community and to help create opportunities for the residents of the parish of Crigglestone that are not, as a matter of course, funded by the Council. All applications will be considered on individual merit.

At the Budget Setting meeting, the Council sets an amount from which grants will be allocated during the following financial year (April – March). Once the Grants budget is exhausted, the Parish Council will only consider emergency requests for assistance and generally only from organisations to which it has close links.

A grant is any payment or gift made by the Council to an organisation for a specific purpose. 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 of some of it" and "the direct benefit should be commensurate with expenditure." (Local Government Act 1972 section 137).

2. Conditions of Funding - Eligibility of Applicants

Crigglestone Parish Council will award grants, at its discretion, to community organisations who can demonstrate a clear need for financial support.

1. The organisation must be either non-profit making or charitable. The organisation will normally be expected to have clearly written aims and objectives, a written constitution and membership rules, copies of which should be submitted as part of the application. An organisation is normally required to have a bank account in its own name with two authorised representatives required to release each payment.
2. An organisation may only make one application for a grant in any financial year except in very exceptional circumstances.
3. Applications from religious groups will be considered only where a clear benefit to the wider community can be demonstrated irrespective of their religious beliefs.
4. Applications from education, health or social service establishments will be considered only where the organisation can demonstrate that it is working in partnership with other groups or where there are benefits to the wider community within the Parish.

3. Applications will <u>NOT</u> be considered from:

1. Individuals - for the benefit of themselves. Individuals can apply, but the council must be satisfied that there is a direct benefit to the area or part of the area, or to some or all of the inhabitants.
2. A political party.
3. Organisations intending to support or oppose any particular political party or to discriminate on the grounds of race or religion.
4. Private organisations operating as a business.
5. "Upward funders" i.e. local groups where fund-raising is sent to a central HQ for redistribution.
6. Organisation's with significant unrestricted reserves.
7. Applications will not normally be considered from national organisations or local groups with access to funds from national "umbrella" or "parent" organisations; unless funds are not available from their national bodies or the funds available are inadequate for a specified project.
8. For projects which benefit single individuals
9. For expenditure which has already occurred i.e. retrospective grants.
10. For prize money

4. Use or Purpose of the Grant

The Council will only award grants where the use or purpose of the grant benefits Crigglestone Parish and its residents. The benefit could include but is not limited to:

1. Providing a service.
2. Providing activities.
3. Enhancing the quality of life.

4. Improving the environment.
5. Promoting Crigglestone in a positive way

5. Application Procedure

Organisations requesting financial assistance should submit:

1. A completed application form, which includes:
   - Details of the project or activity, for which the grant is sought.
   - Details of the benefit to the local community within the Parish.
   - Details of the number of beneficiaries and what proportion of members/beneficiaries are residents of Crigglestone. Details of any restrictions placed on who can use/access their services.
2. Confirmation that it complies with its equality obligations under the various pieces of anti-discrimination legislation.
3. A copy of their trading account and balance sheet for the last financial year or, for new initiatives, a budget forecast. (Note: The organisation must demonstrate a clear need for financial support.)
4. A copy of their written constitution, together with details of their aims and purpose.

IMPORTANT NOTE: All questions on the application form should be fully answered and additional appropriate information, which supports an application, must be provided for the request to be considered by the Parish Council.

6. Assessment Procedure

A grant request, once received in writing, will be considered and assessed on its own merits at the next meeting of the Parish Council. Completed applications and supporting documents must be received two weeks before the Parish Council meeting for consideration at that meeting.

To ensure as fair a distribution as possible of available funds, the Council will consider the amount and frequency of any previous awards, and the extent to which funding has been sought or secured from other sources or fund-raising activities.
No commitment to award grants in future years will be made.

The Council may make the award of any grant subject to such additional conditions and requirements, as it considers appropriate. The organisation will receive notice of the outcome of their application within three weeks of the Council meeting.

7. Successful Applications

1. The grant will be paid by BACS. It must be acknowledged promptly by the organisation, stating the amount granted and acceptance of any additional conditions and requirements imposed.
2. Organisations receiving grants are required to advise their users/members that a grant has been received from Crigglestone Parish Council.
3. Any grant must only be used for the purpose for which it was awarded unless the written approval of the Parish Council has been obtained for a change in use of the grant monies, and any unspent portion of the grant must be returned to the Parish Council by the end of the financial year following the year in which it was awarded.
4. The Parish Council reserves the right to request feedback or receipts to demonstrate how the money has been spent and/or to inspect the outcome of the expenditure.

Adopted 2011
Reviewed and approved by Crigglestone Parish Council 1st September 2026

Signed
Chairman of the Parish Council..........