



## Ringstead Parish Council

### Grant Awarding Policy and Application Form

#### Introduction

A grant is any payment 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 and need not be repaid if the conditions of the grant are met.

At this time Ringstead Parish Council has no General Power of Competence, but it is legally able to make grants under Section 137 of the Local Government Act 1972 which states that it can only be for purposes:

- a) that directly benefit the area, or part of the area, or all or some of its inhabitants. The use of the word 'some' means it **cannot** benefit a single individual; and
- b) the direct benefit accruing to the area, etc. must be commensurate with the expenditure incurred being fairly distributed.

#### Policy

The Parish Council awards grants, at its absolute discretion, to not-for-profit, charitable, or volunteer organisations or worthy causes 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 Ringstead in a positive way.

Those organisations need not necessarily be in the parish but must show evidence of our parishioners benefiting from the project.

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 unless such duty is devolved to the community or local level by agreement;
- political parties;
- religious organisations unless for a purpose which does not discriminate on grounds of belief;
- any organisation which in the view of the Parish Council has racist, extremist, or other policies which the Parish Council deems to be unacceptable.

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

Only one application for a grant will be considered from an 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 or be made once work on a project has already commenced.

### **Eligibility**

The following criteria must be met for a group to be considered for a grant:

- The group must be a charity, voluntary or community organisation
- The group must be able to demonstrate that any funding from the Parish Council will benefit the residents of Ringstead
- The group must be able to demonstrate that there is a 'need' for the funding
- The group must be formally constituted and have a management committee.

No grants can be made to individuals.

### **Scope of grants**

Applications will be considered for the following purposes (at the discretion of the Parish Council) for:

- purchasing equipment either in part or in full;
- funding of transport that will enable group members to participate in a group trip or outing regardless of their incomes;
- training activities or to purchase the expertise of an outside trainer or facilitator;
- activities that raise the profile of the group;
- running costs of a viable group that is experiencing a period of hardship;
- hosting special events or celebrations;
- the provision of recreational facilities;
- enhancing the environment and improving biodiversity;
- funding expenditure required to fulfil mandatory, legal or safety requirements.

### **Conditions**

- Multiple applications within a 12-month period will not normally be considered
- Prior approval of the Parish Council is required for any change of purpose of the grant. The Parish Council reserves the right to reclaim any grant not being used for the purpose specified in the application.
- All awards must be properly accounted for, and evidence of expenditure should be supplied as requested. If the Parish Council is not satisfied with the arrangements, they reserve the right to request a refund of monies awarded

### **Application process**

The Clerk to the Council will receive all applications in the first instance and will then collate all the necessary information from the applicant ready for presentation and discussion at the appropriate Council meeting.

Organisations requesting financial assistance are required to submit applications on the grant application form which can be obtained from the Parish Clerk at [greatringsteadpc@outlook.com](mailto:greatringsteadpc@outlook.com) by 1st November, at the latest, together with the information listed below, in the year preceding their funding requirement:

- a completed application form available from the Parish Council Clerk or by downloading from the website;
- any relevant, supporting information required as per the application form;
- full details of the project or activity;
- a copy of their last year end accounts and demonstration of a clear need for funding;
- evidence that the organisation has sought funding elsewhere and is not asking the Parish Council to be the full donor;
- for new initiatives, a detailed business or project plan;
- a copy of their constitution or details of their aim or purpose;
- the number, or percentage, of members that belong to the organisation and that live within the parish of Ringstead;
- details of any restrictions placed on who can use/access their services
- evidence that the project actively promotes equal access for all.

Organisations 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.

Where additional information is required to consider the grant application, applicants may be invited to meet with the Council to further discuss the application, prior to the grant being determined by Full Council.

The Council will also need to understand the impact of a project, particularly at times when there is significant competition and not all grant requests can be met, so providing details of the outcomes will help us in determining priorities.

### **The Grant Process**

Each application will be assessed on its own merits. However, to ensure as fair a distribution as possible of available funds, the Parish Council will consider the amount and frequency of any previous awards, and the geographical spread within the parish. Due account may also be taken of the extent to which funding has been sought or secured from other sources or fund-raising activities.

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.

Once the grants budget is exhausted, the Parish Council will only consider emergency requests for assistance.

### **Conditions of Funding**

A grant award must only be used for the purpose stated on the application unless the written approval of the Council has been obtained for a change in use of the grant monies prior to the work being commenced.

1. Acknowledgement of the grant must be made in all publicity, notices or other information citing 'Ringstead Parish Council' and where appropriate, the Parish Council logo as appears at the heading of this Policy.
2. Any requests by the Parish Council for information from the organisation for its own purposes should be complied with and responded to within the timescales given.

3. 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.
4. Organisations receiving grants are required to advise their users/members that the grant or equipment has been received from Ringstead Parish Council. Where appropriate, the Parish Council may require a notice to be affixed.
5. Recipients will be responsible for administration and accounting for any grant. All awards must be properly accounted for, and evidence of expenditure should be supplied to the Parish Council as requested.

All applicants will be contacted in writing following the Council's decision.

Adopted Item: 7.k. 15 April 2024  
To be reviewed May 2025



## Ringstead Parish Council

### Funding Application Form

For all not-for-profit groups and organisations meeting within the parish and operating for the benefit of the residents of Ringstead.

Name of Group/Organisation:

Registered Charity Number (if applicable):

Purpose of Group/Organisation:

#### Current Membership

Age Range	Under 5	5-12 yrs	13-19 yrs	20-54 yrs	55 +	Total Overall	Total from xxx parish
Female							
Male							

Current Officers	Name	Address	Tel. No
Chair			
Secretary			
Treasurer			

Sources of Regular Funding:

Subject of Application:

Other Financial Sources being pursued:

Documents to be sent with application:

- copies of two written quotations / estimates for all costs involved

For established groups:

- latest set of accounts and balance sheet
- details of current financial position

or for new groups:

- a planned budget

Project details and reason for application:

Total Cost of Project £

Amount requested from Parish Council £

Declaration: the above information is submitted to the Parish Council and is correct to the best of my / our knowledge.

Signature of Applicant:

Printed Name:

Position in Organisation:

Date:

Please note that the Parish Council likes to meet with all applicants, the Parish Clerk will let you know at which meeting this application will be considered.

Please send this completed form, together with supporting information to the Parish Clerk: [greatringsteadpc@outlook.com](mailto:greatringsteadpc@outlook.com) or deliver to 33 Goose Green Road, Snettisham, King's Lynn PE31 7PW

### **Data Protection**

The data contained on this form will be retained for the purposes of this grant and, if you are successful, within the Council's accounts for the required seven years. The data is held securely and will not be shared or be used for any other purpose.

As a data subject you have detailed rights including: right of access to your own personal data, right of correction, erasure and to object to processing and the right to lodge a complaint with the Information Commissioner (the ICO).

More information regarding how the Parish Council manages data can be found in its privacy statement.