

# LEA & COTTAM PARISH COUNCIL GRANT AWARDING POLICY

**Lea & Cottam Parish Council** is committed to providing financial assistance and support to appropriate groups and organisations within the local community. This support is decided against criteria set by Lea & Cottam Parish Council and provided in the form of a grant. Grants will be awarded to organisations that can demonstrate that they are likely to bring benefit to the parish as a whole or a significant number or group of persons residing within the Parish. Lea & Cottam Parish Council are also committed to ensuring that any money is spent responsibly whilst ensuring value for money for local taxpayers.

## **AIMS OF THE GRANT AWARDS**

Lea & Cottam Parish Council awards grants to community organisations that can demonstrate that financial support will benefit the Parish by:

- Providing the opportunity for residents to take part in projects and activities
- Enhancing the Quality of Life of the residents of the Parish
- Improving the surroundings and environment
- Promoting Lea & Cottam in a positive way

## **GENERAL GRANT CONDITIONS**

Grant awards are funded directly from the Parish Precept and eligible groups must be a 'not for profit' making body and must be formally constituted.

The availability of funds to support appropriate activities is dependent on the Council's overall financial position and grants therefore are likely to be restricted to amounts up to £200.00

The grant can only be used for the purpose stated in the application and the Council reserves the right to reclaim any grant not used for the specified purpose.

Grants must be spent within 1 year of award. Any unspent monies left after this time must be returned.

Organisations are responsible for ensuring that they are in compliance with all legal and statutory requirements.

Acknowledgement of the financial support received from the Council is required on documentation and any promotional material.

## **GRANT PROCESS**

To ensure a consistent approach is applied to all requests for grants, Lea & Cottam Parish Council will review applications using the following criteria:-

- The number of parishioners likely to benefit, or whether a specific category of residents would receive a specific benefit (eg children, the elderly, etc.)
- The Parish Council will not fund events or activities which can be fully funded by the relevant participants or which can or will be self supporting by means of donations, or grants from other organisations etc.
- Evidence of a well managed group including track record
- Financial sustainability and viability of group and/or project
- Lea and Cottam Parish Council will not make general grants which cannot be specifically attributed to an identifiable project or activity.

## **APPLYING FOR GRANTS**

- All organisations will be required to write in full to the Parish Council demonstrating clearly how the grant will be of benefit to the local community and how many individuals or what groups of residents will benefit
- A brief history of the organisation applying and constitution if appropriate
- Organisations will be required to submit copies of their accounts and/or a concise business plan along with brief details on how the money will be spent.
- All applications must be sent to the Clerk of the Parish Council
- All applications will be considered by the Council at its next available meeting following receipt of the request