



Grant Awarding Policy

This document outlines Duston Parish Council's guidelines for awarding community grants. It also formalises the application process to ensure access, openness and fairness to the many groups and organisations we aim to support.

A grant is any payment made by the Council to be used by 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 Council. The Council awards grants, at its discretion, to organisations which can demonstrate a clear need for financial support to benefit the parish by:

- Providing a service
- Enhancing the quality of life
- Improving the environment
- Promoting the parish of Duston in a positive way

Each grant will not normally exceed a maximum of £1000, although Council may use its discretion to exceed this amount.

Grant Application Process

1. Applicants will be required to complete and submit an application form.
2. The Parish Clerk will receive all applications in the first instance.
3. In addition to the application form organisations will be required to provide
 - A copy of their written constitution or details of their aims and purpose.

Approved by DPC Full Council 5th August 2021

- A copy of the previous year's accounts or, for new initiatives, a detailed budget and business plan. If the organisation does not prepare annual accounts, copies of the bank statements covering the previous six months must be enclosed.
- A copy of their Annual Report

4. Applications may be submitted at any time and a decision will be made at the next ordinary meeting of Council.

5. All applicants will be contacted following a decision by Council.

6. The completed Grant Application Form will be published on Duston Parish Council website.

Conditions of Funding

1. The organisation must be either not for profit or charitable. Applications will not be considered from private organisations operated as a business to make a profit or surplus.

2. Grants will not be made to individuals.

3. Grants will not be made retrospectively.

4. 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 local project.

5. An organisation should have a bank account in its own name. Payment will be made to the named organisation.

6. The administration of and accounting for any grant shall be the responsibility of the recipient. Evidence of expenditure should be supplied to the Council where requested.

7. Organisations may make multiple applications during the same financial year, but priority will be given to applications from organisations that have not previously received funding from the Council.

8. Ongoing commitments to award grants or subsidies in future years will not be made. A fresh application will be required for each award.

9. Each application will be assessed on its own merits.

10. The Council may make the award of any grant or subsidy subject to such additional conditions and requirements as it considers appropriate. The Council reserves the right to refuse any grant application which it considers to be inappropriate or against the objectives of the Council.

11. Any grant must only be used for the purpose for which it was awarded unless the written approval of the Council has been obtained for a change in use of the grant monies, and that any unspent portion of the

grant must be returned to the Council by the end of the financial year in which it was awarded. Grants must not be distributed to any other organisation by the recipient. Failure to adhere to this condition could lead to the cancellation or reduction in the value of the grant.

12. The Council may make the award of any grant or subsidy as it considers appropriate in the event of any unforeseen urgent event.

13. Duston Parish Council support must be acknowledged as appropriate on all publicity and promotional material including posters, advertisements, press releases and leaflets.

14. Nothing contained herein shall prevent the 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.

GUIDANCE FOR APPLICANTS

Applicants must complete the form which is available through the Council's website and submit with supporting documentation to the Parish Clerk.

Applications should not exceed £1000, although Council may choose to award above this amount in exceptional circumstances.

WHO IS ELIGIBLE TO APPLY?

The following organisations may apply:

- A Duston based charity
- A Not For Profit organisation serving the needs of the residents of Duston
- Resident(s) of Duston requesting grant aid with a project/event, which will be for the benefit of the local community
- A Duston based club/association/charity serving a specific section of the community or the community as a whole
- A local branch of a regional or national organisation/group which serves the needs of the residents of Duston

WHO AND WHAT IS NOT ELIGIBLE TO APPLY?

Council will normally reject applications from:

- Projects which are the prime statutory responsibility of other government bodies or would normally be funded by a local or regional authority
- Projects which improve or benefit privately owned land or property
- Support for individuals or private business projects
- Applications by "for – profit" commercial organisations
- Projects which have already been completed or will have been by the time the grant is issued
- Applications for grants in respect of ongoing expenditure or revenue running cost

Approved by DPC Full Council 5th August 2021

- Regional and national organisations unless it can be clearly demonstrated that the grant would be used specifically for the residents served by Duston Parish Council
- From organisations with political affiliations or those established for the purpose of forwarding a party political agenda

THE FOLLOWING ARE UNLIKELY TO BE CONSIDERED A GRANT PRIORITY

- Projects where there is a large shortfall in the funding needed required to complete the project or projects where the amount of the grant would be a very small part of the overall cost of the project
- Projects that simply replace existing facilities with no significant improvement

WHAT HAPPENS NEXT

- If your application is successful you will be sent a letter informing you.
- Successful applicants must provide photos or a short written report on how the grant was spent within 12 months of receiving the grant.
- If your application is unsuccessful we will write to tell you so, however, please do not let this deter you from making further applications in the future.