

FRETtenham PARISH COUNCIL



Grant Awarding Policy and Procedure

Adopted by the Parish Council at the meeting of 9th May 2025

1) INTRODUCTION

- a) Frettenham Parish Council annually sets a grant giving budget to provide financial assistance to a range of organisations, projects and activities which provide services for residents. Requests are received from voluntary and community organisations. Applications for funding must meet the main eligibility criteria set out in this document if they are to be considered for grant aid. It is at the discretion of the Parish Council as to what extent such requests must meet the supplementary criteria also set out in this document.
- b) The grant budget is discretionary funding and as such is separate from any other services which the Parish Council may fund under contract to fulfil statutory obligations.
- c) In the event of the Parish Council receiving more requests for funding, in any one financial year, than there are budgeted resources available, it will fund only those to which it assigns the highest priority.

2) CATEGORIES OF GRANT OR DONATION

- a) Grants or donations may be categorised into four main types or headings, namely, those requested by:
 - national organisations and charities
 - locally based organisations and charities, which in turn subdivide into:
 - those based in the Frettenham parish;
 - those based in the immediate locality but outside the parish; but providing benefit to the community of Frettenham

3) POLICY OF THE COMMUNITY COUNCIL IN CONSIDERING APPLICATIONS FOR GRANTS AND DONATIONS

- a) Before considering whether to make grants or donations to any organisation or project the policy requires three main checks to be made against the following criteria:
 - The organisation or project is properly constituted, structured and administered in relation to its financial management and controls. Evidence needs to be provided that appropriate management mechanisms are in place and that accountability is provided through formally elected or delegated members/managers/leaders. This may require the production of the most recent set of audited accounts or annual income and expenditure information. The provision of a copy of the latest set of accounts would not normally be necessary for well-known national or local organisations or charities based within the parish and predominately serving local residents.
 - The organisation, project or individual needs to show evidence of efforts made to raise their own funding requirements. Again, with national and local organisations or charities such information should generally be readily available to the Parish Council.

- It is important that the Parish Council knows whether other bodies are being asked to award or have already approved awards. Reference should be made to the fact that other granting bodies have been asked for or have made grants or donations to an organisation or project but this does not exclude Frettenham Parish Council from awarding. Each case should be determined on its own merits, after appraisal of the information provided.
- b) In addition to the three main checks above, the Parish Council may wish to seek evidence against all or some of the following supplementary criteria:
- there is clear evidence of local need or demand for the proposed project or activity
 - the grant will help provide a facility or service that will be of real and direct benefit to residents
 - residents will lose, or have significantly diminished, a service if a grant is not awarded
 - the applicant does not clearly fall within the remit of some other agency or company, e.g. hospital, private school
 - the applicant is not seeking funding for significant capital e.g. equipment, buildings
 - the project or activity has a starting date within nine months of the date of request for grant aid
 - the project or activity is properly thought through, is viable, of good quality and will ensure proper use of public funds, providing best value and value for money
 - the organisation or project can demonstrate that it has the experience and competence to undertake what is proposed
 - the project or activity has defined aims, outputs, beneficiaries and outcomes, e.g. the impact
 - the organisation or project demonstrates clear knowledge and commitment to equal opportunities and Health & Safety

4) APPRAISAL PROCESS

- a) Having made the three main checks and assessed against the supplementary criteria as is deemed appropriate; the policy of the Parish Council is:
- Not to make grants and donations to organisations that make, or attempt to make, profit for the benefit of members or owners over and above revenue expenditure, e.g. running costs, staff costs, premises maintenance and general overheads.
 - So far as organisations and charities are concerned, only to make grants and donations to those which are overwhelmingly run by volunteers.
 - Not to make grants and donations to national organisations or charities unless the request comes from a local branch. In this case there should be clear evidence of the grant used by that local branch and that there accrues a specific and direct benefit to residents according to need. Examples of local branches of national organisations or charities, which might fall within this definition, are Relate, Samaritans, CAB etc. The definition would not include such national charities as, for example, Cancer Research, British Heart Foundation etc.
 - To focus the bulk of the grant or donation expenditure, primarily, upon organisations or projects located within the Parish, and recognised as being parish based and predominately serving the local community of Frettenham.

- Not to make grants or donations to locally based organisational or charities in the immediate vicinity of the parish, but outside the parish, unless they meet the criteria for locally based branches of national organisations or charities.
- The maximum award of any grant or donation to any organisation or project or individual should not exceed **£500.00** in any one financial year (this figure to be reviewed annually by the Council).

5) BUDGET FOR GRANTS OR DONATIONS

- a) In previous financial years the annual budget for grants or donations was set at **£750.00**.
- b) The full Parish Council will agree an appropriate annual budget for expenditure on grants or donations. In addition, it would be for the full Parish Council to decide whether there should be any transfer (virement) of the grants or donations budget to other budget heads during the financial year if it becomes clear that the grants or donations budget is likely to be under or overspent.
- c) It is important that when the Parish Clerk knows there is an application for grant aid on the agenda of a meeting, the amount remaining uncommitted in that financial, year be made available at the meeting for Councillors information.

6) PARISH COUNCIL CONTROL OF THE TIMING OF MAKING GRANTS AND DONATIONS

- a) The Council requires organisations or projects requiring grants or donations to give any expression of interest for a grant application exceeding £50 by 30th September of the financial year, prior to the funds being required in order that budget provision can be considered. Submission of bids or applications are required by 30th November by way of the Grant Award Application form (below), of the financial year, prior to the funds being required.
- b) The Parish Council needs to ensure that grants or donations do not, or would be unlikely to, exceed the overall annual budget for such expenditure.
- c) Bids from organisations or projects at other times of the year will be considered if the budget allows.

7) CLAWBACK OR SUSPENSION OF GRANT AID

- a) The Parish Council reserves the right to claw back grant awarded or suspend grant in the process of being awarded. Such circumstances would arise, for example, where a grant had been used for purposes other than those for which it was awarded.
- b) Should the Parish Council become aware of any financial mismanagement, or had other serious concerns regarding the operation, management or running of an organisation or project by the recipient of a grant, or any of the resultant services or activities, it reserves the right to suspend grant aid payments, or in extreme circumstances demand clawback. Should such circumstances arise the Parish Council will, in the first instance, seek explanation and try to assist in the resolution of such problems or difficulties.

FRETtenham PARISH COUNCIL



Frettenham Grant Awarding Application Form

Applications for funding are considered in October each year.

Your Organisation & Contact Details	
Name of Organisation:	
Address:	
Postcode:	
Telephone Number:	
Email Address:	
Your Position in organisation:	
Primary Contact name for this application:	
Description of your organisations including your aims and objectives:	

Your Application	
Please provide a full description of your project:	
How does your project benefit the parish and its residents?	

Approximately how many residents in this parish will benefit from your project?	
How will the grant be used?	

Financial Information		
Please give details of the cost of your project	Item	Cost

Please supply Frettenham Parish Council with a set of your organisation's latest accounts. Applications cannot be considered unless a set of accounts are supplied.	
How much funding are you requesting from Frettenham Parish Council? Please note that our grants to do not normally exceed £500.00 .	
What external or match funding have you secured, if any?	
Have you applied for funding from us before? Please give dates and details	

<p>If funding is awarded you are obliged to give a report on the development and success of your project including photos and accounts as appropriate. If you project has not started within 1 year of the grant being awarded you are required to replay the grant back to the Parish Council. Please indicate in the adjacent box that you understand this requirement and able to comply.</p>	
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Signed by applicant

Dated.....

Please return completed applications to:

The Clerk to the Council
Email: clerk@frettenham-pc.gov.uk

