

# **SOUTH HEIGHTON PARISH COUNCIL**

## **Grant Awarding Policy**

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## Notes and Background

The Parish Council is committed to achieving good local governance. This means that the Parish Council wants to ensure that they are doing the right things, in the right way, for the right people, in a timely, inclusive, open, honest and accountable manner.

To help the Parish Council achieve this we aim to follow the six principles of good local governance:

- 1 Focusing on the purpose of the Council and on outcomes for the community and creating and implementing a vision for the local area;
- 2 Members and officers working together to achieve a common purpose with clearly defined functions and roles;
- 3 Promoting values for the Council and demonstrating the values of good governance through upholding high standards of conduct and behaviour;
- 4 Taking informed and transparent decisions which are subject to effective scrutiny and managing risk;
- 5 Developing the capacity and capability of Members and Officers to be effective;
- 6 Engaging with local people and other interested persons to ensure robust public accountability.

As a first tier of local government the Parish Council is directed and controlled by central government legislation. This document is one of a number, which together, sets out the systems and processes of how the Parish Council works within this framework and, as importantly, our culture and values on the way we work, so that we may fulfil these six principles.

This Grant Awarding Policy has been based on the model provided by the Sussex and Surrey Association of Local Councils (SSALC) on their website as at 6<sup>th</sup> February 2018, but adapted to apply to the circumstances of South Heighton Parish Council.

It should be read in conjunction with the other adopted policies, procedures and protocols of the Parish Council such as the Council's Standing Orders and the "Roles and Responsibilities of Councillors and Officers Protocol", which deals in more detail with what is expected of Councillors, the Clerk and any appointed Officer of the Parish Council in respect of their roles, responsibilities and working relationships.

The protocol should also be read, and will be operated in the context of, relevant legislation in force at the time and any other national and local protocols adopted by the Council.

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## 1. Introduction

- 1.1 South Heighton Parish Council welcomes and values the work of local voluntary groups and organisations. The council has a policy for making grants to groups and organisations which contribute to the welfare of the community by improving or supporting facilities and/or activities. Applicants must be able to demonstrate a clear need for financial support.

## 2. Guidelines

- 2.1 An overall limit for the annual provision of grant aid will be determined as part of the Parish Council's budget setting process.
- 2.2 Applicants must complete a grant application form, available from the Parish Clerk and also included within this document in Appendix A, and return it together with the required financial information to the Parish Clerk.
- 2.3 In addition to the application form, organisations are required to provide the following supporting information:
- Their latest set of audited accounts;
  - A copy of their constitution or terms of reference (first time applicants only, unless the constitution has been changed).
- 2.4 Grants will be submitted for approval at a full meeting of the Parish Council. Approved grants will then be submitted for payment at the next scheduled Parish Council meeting.
- 2.5 Grants will not normally exceed 50% of the cost of the project or activity or 50% of the overall grant fund.
- 2.6 Applicants will provide details of the project/activity and the number of South Heighton residents expected to benefit.
- 2.7 Organisations must provide a report of how the grant money has been spent. Any unspent grant money must be returned to the council.
- 2.8 As a condition of receiving a grant, organisations will be required to acknowledge the council's support in publicity material.
- 2.9 The council will not normally support commercial organisations, major charities, bodies considered to be self-funded or provided for by other authorities.
- 2.10 The Parish Council may consider awarding a grant to organisations based outside the parish if it can be shown that residents of the parish would benefit directly from the service or activity provided by that organisation.
- 2.11 The council reserves the right to refuse any grant application, or offer an alternate amount to that originally requested.