

## **Grant Awarding Policy**

Cranbrook and Sissinghurst Parish Council sets aside a sum of money each year to be awarded as grants to organisations for projects that will benefit our parishioners. The Council is subject to legal and budgetary constraints to which it must adhere.

Decisions on grants will be made on the recommendation of the Policy & Resources Committee for ratification by Full Council. All applicants will be contacted following the Council's decision. Any refusal of a grant application, for whatever reason, should not be taken as a comment by the Council on the worthiness of the cause or the work of the organisation.

This document has been drawn up to demonstrate a fair and transparent process for grant awards.

When considering a grant application the council will have to decide

- Whether it has the power to make the grant
- Whether funds remain within the budget to award the grant
- Whether the benefit to the area or inhabitants is commensurate with the expenditure.

### **Conditions of Funding**

1. To qualify for a grant an application form must be completed and submitted to: The Clerk, The Old Fire Station, Stone Street, Cranbrook, Kent TN17 3HF.
2. The amount of the award will be at the discretion of the Council.
3. All applications will be considered on their merits. Grants towards running costs may be considered in exceptional circumstances.
4. Grants will be awarded to voluntary groups and societies, clubs, not for profit organisations and charities operating within the area of the parish. Groups from outside the Parish who can demonstrate direct benefit to the area or parishioners are eligible to apply.
5. Grants **will not** be awarded to individuals or to regional or national charities unless it is for a specific project or where an obvious benefit to parishioners can be demonstrated.
6. Grants **will not** be awarded to or for any commercial venture for private gain.
7. Retrospective applications will not be considered.
8. All grants will be conditional upon submission of audited accounts or supporting documentation detailing costs for which funding is being sought.
9. Applicants should normally apply for only one grant during a financial year (1<sup>st</sup> April – 31<sup>st</sup> March)
10. The administration of accounting for any grants shall be the responsibility of the recipient. All awards must be properly accounted for and evidence of the expenditure should be supplied to the Council if requested.
11. If the grant is put to purposes other than those for which it was awarded without the prior approval of the Council, the recipient organisation or group will be required to repay the grant.
12. Recognition of the grant from the Parish Council should be included by the applicant in their publicity.

13. Voluntary and community groups are encouraged to carry out risk assessments to identify possible areas of concern, for example:

- Audit processes.
- Process in place to minimise risk of fraud.
- Safeguarding.

**Date of Adoption: 12<sup>th</sup> November 2015**