

# KEGWORTH PARISH COUNCIL

## Grant Awarding Policy



<b>Approved by:</b>	Full Council	<b>Date:</b> 7/11/22
<b>Last reviewed:</b>	January 2024	
<b>Next review due:</b>	January 2027	

## **Kegworth Parish Council**

### **Policy for Awarding Grants**

Kegworth Parish Council (KPC) aims to use grant funding to assist in the strengthening of the Kegworth community by helping to improve the range of services and activities provided by voluntary groups. This supports the Council's overall aim to make Kegworth a more pleasant, healthier and safer parish in which to live, work and play.

Kegworth Parish Council wishes to acknowledge and support the valuable contribution made by many volunteer groups and organisations in sport, arts and culture, services for young people, elderly people, people with disabilities, and many other areas.

Applications for Grant assistance will be considered using the following criteria:

- How the grant meets the needs of the community by providing a facility or service bringing benefit to Kegworth residents
- How well the grant might support KPC published priorities
- Whether the organisation/project is properly constituted, structured and administered in relation to its financial and management controls
- Whether costs are appropriate and realistic
- Whether the applicant could obtain sufficient funding from an alternative source

#### **Policy Terms**

1. All grant applications must be made on a KPC application form and provide the required additional documentation.
2. Grants will only be awarded to voluntary groups and societies, clubs, not-for-profit organisations and charities where benefit will be for Kegworth and its residents.
3. Grants will not be awarded to individuals.
4. The benefit to Kegworth and its residents must be commensurate with the expenditure.
5. Groups from outside Kegworth Parish, who can demonstrate direct benefit to the area, may apply.
6. Previous grants made to any applicant may be taken into account.
7. No grants will be awarded for any commercial venture or for personal gain.

#### **How to Apply**

Applications can be made using the application form in Appendix A of this policy or forms can be downloaded from the Kegworth Parish Council website at [www.kegworthparishcouncil.gov.uk](http://www.kegworthparishcouncil.gov.uk). Applications should be submitted by email to the Clerk by hand/post, or by email to [clerk@kegworthparishcouncil.gov.uk](mailto:clerk@kegworthparishcouncil.gov.uk).

Applications should be made no later than 30<sup>th</sup> November each year and all applications **must** be accompanied by a copy of the constitution or governing rules of the applicant organisation and a copy of the latest audited accounts, or last 6 months' bank statements.

#### **Successful Applications**

The following conditions will apply to all successful applications:

- Successful applicants must provide a report and, where applicable, receipts, showing how the

grant has been spent within three months of completion of the project or within 12 months of the grant being approved, whichever is the sooner.

- Where possible, the successful applicant should provide photographs of the project or event for publication on the KPC website and in KPC newsletters and annual reports etc.
- The support of the Parish Council must be acknowledged as appropriate in all publicity and promotional material including posters, advertisements, press releases and leaflets.
- If the grant is not used for the purpose for which it was awarded, it must be repaid to KPC by the end of the Parish Council's financial year, 31<sup>st</sup> March, following the year of award.
- If a grant is awarded for a capital project which overruns, then agreement must be sought and obtained from the Parish Council for the grant to be retained past the 31<sup>st</sup> March of the following year.

**Appendix A**

**Kegworth Parish Council**

**GRANT APPLICATION FORM**

**Please read the attached guidelines in Appendix B before completing this form. Please use black ink and block capitals, if you are completing manually. You may continue on a blank sheet if necessary, but please put the name of your organisation on any additional sheets.**

**A. Your Organisation**

Please attach a copy of your constitution or governing rules with this application and give us the following information about your organisation:

Name of Organisation: e.g. Club, Group or Organising Group (for event)

Address

Post Code: .....

Description of your organisation's activities. Please list your aims and objectives.

How long has your organisation been in existence?

**B. Contact Details**

Name of contact:

Position:

Address for correspondence (if different from above):

Post Code: .....

Tel:.....(daytime) .....(mobile)

Email:

**C. Your Application**

a) Brief description of project or scheme for which grant is intended

b) Who will benefit from the proposed project or scheme and how many of these are Kegworth residents?  
E.g. young people under 25, older people over 65

c) Total cost of project or scheme: £..... d) How much grant are you applying for? £.....

Please give an itemised breakdown of the expenditure for which this money which is being applied. Please include evidence (e.g.. suppliers' estimates or price lists) of the likely cost of all items of expenditure where possible.

ITEM	COST £
<b>TOTAL</b>	

d) Have you made any grant applications to any other body for grant aid for this project? Yes/No. If YES please give details:

Name of Organisation Applied to	Amount Applied for	Date of Application	Amount Received

If you have received any other sources of funding in the past year, not specified above, please give details:

.....  
 .....  
 .....

**D. Previous Applications**

Has your organisation applied for a grant from this Parish Council previously? If YES, please give details of when that was and what the money was used for.

.....  
 .....

**E. Additional Information**

Are there any other comments you wish to make to support this application? Please give these below, or on an attached separate sheet:

.....  
 .....  
 .....

**F. Your Financial Situation**

All applications must be accompanied by the following financial information: If you do not supply this information your application will not be considered.

- A copy of your latest approved statement of income and expenditure or other financial report which indicates your financial position, or
- Photocopy of bank statements covering the past six months
- A statement of your capital assets, if any If you are unable to supply this information, please contact the Parish Council for advice

If you are unable to supply this information, please contact the Parish Council for advice.

**Signed:**..... **Date:** .....

**Please return to:** Kegworth Parish Council, 1, London Road, Kegworth, Derby, DE74 2EU by the 30th November. Late entries will not be accepted. All applications will be considered at a meeting of the Full Council. Grant payments will be made as soon as possible. If you have any queries, please contact the Parish Clerk on 01509 670204 or email [clerk@kegworthparishcouncil.gov.uk](mailto:clerk@kegworthparishcouncil.gov.uk).

**FOR OFFICE USE ONLY**

Date Received:.....

Date Grant Awarded:.....

Amount:.....

## **Appendix B**

### **KEGWORTH PARISH COUNCIL - AWARD OF GRANTS**

#### **GUIDANCE FOR APPLICANTS**

##### **Introduction**

Kegworth Parish Council has a history of providing grant aid to organisations, causes or activities considered to be **of value to the village in providing actual or potential benefit to village residents.**

In view of the financial constraints on Kegworth Parish Council, and in order to safeguard the interests of Council Tax payers, it is essential that the money available for grant aid is utilised in a proper and equitable manner.

To assist Parish Councillors in making proper assessments of grant applications, all applicants are advised to be mindful of the guidance given in Appendix B. It should be noted, however, that fulfilment of the criteria will not necessarily result in grant aid. Reasons for refusal will be supplied upon request.

##### **Guidance**

Applications for grant aid must be received by the Clerk **no later than the 30<sup>th</sup> November** of the year.

Grants awarded which are in excess of £500 may be paid in two instalments in May and November. This is because the District Council, which is the collecting authority for the Council Tax, releases the Parish Council's Precept in two instalments.

Where applicants have audited accounts available for their organisation, cause or activity, a copy of the latest set of accounts should be submitted with the application. If such accounts are not available a balance sheet showing the financial standing at the end of the year which proceeds the year for which the grant is sought, should be submitted. (i.e. if a grant is sought for the financial year 2022/23 the balances or audited accounts for 2021/22 should be submitted with the application).

The purpose for which the grant is being sought should be specified. In the event of an application being made for aid towards a specific project, an estimate of the total project cost should be specified, together with the amount of any request. If grant aid has been promised from any other local authority or organisation then details of that too should be given.

Applicants should provide a narrative as to why they believe the Parish Council should consider giving them financial support. They may wish to demonstrate what benefits will be derived for the village and its residents, by the Parish Council giving such grant aid.

Applicants should demonstrate what steps they are taking to raise funds from their own activities and/or members.

Whilst an application must be submitted to the Clerk of the Parish Council in writing, an opportunity will be made available for an applicant to make a verbal presentation to support an application if required. This may be arranged with the Clerk and would usually be heard at the December Parish Council Meeting.

##### **Note**

In the event of an emergency situation arising at any time during the year for which an organisation may wish to apply for financial aid from the Parish Council, advice should be sought from the Clerk.

Kegworth Parish Council,  
1 London Road,  
Kegworth,  
Derby,  
DE74 2EU.