



# AXMOUTH PARISH COUNCIL

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CLERK:  
BECKI DAVEY  
2 WESSITERS  
SEATON  
EX12 2PJ  
TEL: 01297 24009

## GRANT AWARDING POLICY and GUIDANCE NOTES

Axmouth Parish Council has a small budget for the award of grants. The Parish Council can only award grants using certain legal powers. Where there is no statutory power the Parish Council may use Section 137 of the Local Government Act 1972 to give grants to community organisations. This power may only be used if its use will benefit some or all of its residents or some or all of the area and where the benefit obtained is commensurate with expenditure incurred.

There is limited budget for grant allocations and requests usually exceed the amount available. It is therefore imperative that all questions on the application form are answered as fully as possible and that the application includes the information and documents requested on the form. In the case of a newly formed organisation/group, they are requested to provide a business plan and budget.

The aim of this policy is to enable the Council to make an informed and fair assessment of relative need and thereby seek to ensure the finite resources are distributed fairly.

**Applications for grants will be considered during the monthly Council Meetings. All applications must be received at least three weeks prior to the date of the meeting.**

### Guidance Notes:

- The group or project must bring direct benefit to the residents of Axmouth. All applications must clearly demonstrate how this will be achieved.
- You may apply any time during the year, however, your application will only be considered at the above meetings.
- Only applications on the correct form will be considered.
- Grant applications will not be made retrospectively.
- Applications WILL NOT be considered from the following:- Organisations intending to support or oppose any particular political party or to discriminate on the grounds of race or religion; Private organisations operated as a business to make a profit or surplus; "Upward funders", i.e. local groups whose fund raising is sent to their central HQ for redistribution; National Charities.
- Applications will not normally be considered from 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 project.
- Applications from religious groups will only be considered where a clear benefit to the wider community can be demonstrated irrespective of their religious beliefs. Compliance with this requirement will need to be demonstrated throughout the project.
- Applications from education, health or social service establishments will only be considered where the organisation can demonstrate that it is working in partnership with other groups and where there are benefits to the wider community within the parish.
- Any grant must only be used for the purpose for which it was awarded unless the written approval of APC has been obtained in advance for a change in use of the grant monies. Any unspent portion of the grant must be returned to APC by the end of the financial year in which it was awarded.

- Although APC will give as much help as possible, the administration of and accounting for any grant or subsidy shall be the responsibility of the recipient.
- APC reserves the right to request any further information that it deems necessary to assist the decision making process. Account will be taken of the amount and frequency of previous awards and of the extent to which funding has been sought or secured from other sources or own fund-raising activities.
- Ongoing commitments to award grants or subsidies in future years will not be made. A fresh application will be required each year.
- The size of any grant awarded is at the sole discretion of APC.
- APC may make the award of any grant or subsidy subject to such additional conditions and requirements, as it considers appropriate.
- APC reserves the right to refuse any grant application at their discretion, if considered to be inappropriate or against the objectives of APC.
- If successful, groups should provide a written report on how the grant has been used. This must be provided to the Council by the end of the financial year in which it was awarded.

Grant application forms are available from the Clerk or from the Parish Council website. Application forms must be submitted along with the latest set of the group's accounts. It is important that all questions on the application form are fully answered and that any appropriate additional information, which supports an application, is provided.



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## APPLICATION FOR GRANT FUNDING 2017/18

Please complete all sections of the form as fully as possible and return to the Parish Clerk.

Please continue on separate sheets if necessary. Please clearly mark any additional sheets with the section and question to which they refer.

**Name of Organisation:**

**Contact Name:**

**Contact address for correspondence:**

**Amount Requested:**

**Brief description of what the grant will be used for, including how it will benefit residents of Axmouth:**

**Quotation/s if available – please list or attach:**

**Why do you need the grant? (attach any additional information you feel may help your application):**

Other organisations you are applying to, or have already received grants from for 2016/17, 2017/18:

Name of organisation	Amount applied for	Amount received	Amount applied for	Likely date for decision /amount received
	2016/17		2017/18	
e.g EDDC	£500.00	£500.00	£500.00	June 2017

Percentage of grant aid against total project cost:

If successful, payment will be made either by bank transfer or cheque. Please provide bank details:

Bank account name:  
Sort Code:  
Account number:

Preferred method of payment:

Bank transfer / Cheque (Delete where applicable)

The Council requires the recipient to provide a written report of how the money has been used. The report must be provided to the Council by the end of the financial year the grant was made.

Declaration:

I apply for the grant on behalf of the organisation stated and I declare that:

- 1) I have noted the conditions under which grants are made and confirm that if successful I, and the organisation which I represent, will abide by them.
- 2) It is understood on behalf of the organisation that Axmouth Parish Council may seek to receive the full grant, or such part as the Council may determine if:
  - a) The organisation ceases to operate
  - b) The organisation is found to be in breach of the conditions applied to the grant
  - c) The grant ceases to be used for the purpose for which it was given, and prior approval for this change had not been applied for and approved.

Signed:

Name:

Position in Organisation:

Date:

**Decision by Parish Council**

Decision:

Checked by:

Meeting to be deferred:

Date: