



Marchwood Parish Council Grant Awarding Policy

Introduction to Policy

A grant is any payment made by the Council to be used by an organisation for a specific purpose that will benefit the Parish, or residents of the Parish, and which is not directly controlled or administered by the Council.

The Council awards grants, at its discretion, to organisation within the Parish who can demonstrate a clear need for financial support to benefit the Parish by:

- Providing a service
- Enhancing the quality of life
- Improving the environment
- Promoting the Parish of Marchwood in a positive way.

Grant Application Process

1. The Clerk to the council will receive all applications in the first instance.
2. Applicants will be required to complete an application form (appendix 1). All questions on the application form should be fully answered and additional appropriate information, which supports an application, should be provided.
3. In addition to the application form organisations will be required to provide the following supporting information:
 - a copy of their written constitution or details of their aims and purpose,
 - full details of the project or activity,
 - demonstration that the grant will be of benefit to the local community within the Parish,
 - the proportion or number of beneficiaries living in the electoral area,
 - demonstration of a clear need for the funding,
 - a copy of the previous year's accounts or, for new initiatives, a detailed budget and business plan.
4. The Council will expect to receive in writing to the Clerk any expression of interest for a possible grant application exceeding £100 by 30 September of the financial year prior to the funds being required in order that budget provision can be considered.
5. The Policy and Resources Committee will make the decision on which grants to award. All applicants will be contacted following the decision.
6. The Council has a limited budget each year and guidance can be given to applicants as to how much money is likely to be available in a specific financial year.

Conditions of Funding

1. The organisation must be either non-profit or charitable. Applications will not be considered from private organisations operated as a business to make a profit or surplus.



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2. Grants will not be made to individuals.
3. Grants will not be made retrospectively.
4. An organisation should have a bank account in its own name.
5. The administration of and accounting for any grant shall be the responsibility of the recipient. All awards must be properly accounted for and evidence of expenditure should be supplied to the Council if requested.
6. Only one application for a grant will be considered from each organisation in any one financial year.
7. Ongoing commitments to award grants or subsidies in future years will not be made. A fresh application will be required each year.
8. Each application will be assessed on its own merits.
9. The Council may make the award of any grant or subsidy subject to such additional conditions and requirements as it considers appropriate. The Council reserves the right to refuse any grant application which it considers to be inappropriate or against the objectives of the Council.
10. Any grant must only be used for the purpose for which it was awarded unless the written approval of the Council has been obtained for a change in use of the grant monies, and that any unspent portion of the grant must be returned to the Council by the end of the financial year in which it was awarded.
11. The Council may make the award of any grant or subsidy as it considers appropriate in the event of any unforeseen urgent event.
12. Nothing contained herein shall prevent the Council from exercising, at any time, its existing duty or power in respect of providing financial assistance or grants to local or national organisations under the provisions of the Local Government Act 1972, Section 137.

Appendix 1 Grant application form.



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Marchwood Parish Council - Grant Application Form

Name of Organisation	Contact Name Address Tel No: Email:
Purpose of Grant	
How do the activities of your organisation benefit the parish of Marchwood? Any further relevant supportive information may be submitted with the application form.	
Total Costs (Please attach copy estimates, if applicable)	
Amount of Grant Requested	
Details of any applications made to other bodies and amounts Pledged/Received	
Details of any fund-raising events planned:	
Please give dates and amounts of any grant received from this Council in the last 3 years	



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Applications should be submitted for consideration to: clerk@marchwoodparish.gov.uk no later than 10 working days before these dates.

All applications must be accompanied by a full set of accounts, including a balance sheet, plus child protection policies if applicable when applying for a grant. Failure to submit balance sheets or, in their absence, an explanatory declaration will invalidate the application. Please attach a copy of your organisation's constitution if this is either your first application or if your constitution has changed.

Completed applications should be sent to:

Marchwood Parish Council
Marchwood Village Hall
Marchwood
SO40 4SF
Tel: 023 8086 0273

Email: clerk@marchwoodparish.gov.uk