



SHIPLEY PARISH COUNCIL

Grants Policy

In accordance with the Local Government Act 1972 section 137, Shipley Parish Council sets aside a sum of money each year which can be applied for by local organisations for projects which will be of benefit to residents within the parish of Shipley. This document sets out the Parish Council's policy and procedure for grants and donations under Section 137 of the above Act with its aim of ensuring that all of its award-making activity is open, transparent, fair and supports local organisations. The Parish Council's awards are open to established voluntary or community groups, as well as new or informal groups of parishioners who are or intend by the date of application to become formally constituted. Grants cannot be given to individuals.

Grants will be considered by the Council and must meet the grant criteria below.

1. Applications must be made on the attached form together with appropriate set of accounts and any supporting financial information (Appendix A).
2. All applications will be considered on their merits but in general, grants will be awarded for specific projects or events.
3. The purpose for which the grant is made must be in the interest of Shipley.
4. Groups from outside of the Shipley area can apply for a grant, but must be able to demonstrate a direct benefit to the area and residents of Shipley parish.
5. The Parish Council will take into account any previous grant made to an organisation or group when considering a new application.
6. The amount of the grant will be at the discretion of the Council.
7. Retrospective applications will not be funded where the expenditure has been made, the project has been carried out or the event has taken place.
8. Payments for grants will not be made to individuals.
9. All grant payments will be conditional upon submission of audited accounts, supporting documentation or invoices/receipts detailing costs of expenditure for projects or events for which the funding is being sought. These must be addressed to the Clerk and dated after the date of approval. *Cheques/payments will not be made out to an individual.*
10. All grant recipients are required to provide the Parish Council with a brief report, including photographs (if applicable) of how the grant has been utilised, how it has assisted the organisation and what it has achieved. This will appear in the local paper, social media and or on the website.



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11. Recognition of the grant from Parish Council must be made in any publicity material.
12. 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 will be required to repay the grant to the Council.

How will the application be assessed?

1. How well the grant will meet the needs of the community, providing positive benefit to the inhabitants.
2. How effectively the group will use the grant.
3. Whether the costs are appropriate and realistic.
4. What level of contributions has been, or will be raised in addition to the grant.

General

1. The deadline for receipt of applications will be set by the council from time to time
2. Each application will be assessed on its own merits and will be considered along with other applications at the council meeting. To ensure as fair a distribution as possible, the Council will take into account the amount and frequency of previous awards.

Conditions of Funding

1. The Parish Council will only give to projects specifically designed to benefit Shipley and its residents.
2. Applications will not be considered from any organisation intending to support any party political or to discriminate on the grounds of race or religion.
3. Only one grant will be considered for an organisation during the year unless there are exceptional circumstances.
4. The Parish Council reserves the right to refuse any grant application which they consider to be inappropriate or against the objectives of the Council.
5. Grants cheques will only be issued upon presentation of a Group's current accounts.