



Grant Award Policy

Version Number	Date	Author	Notes	Review Date
1.0	5 November 2019	M Harper & L Mitchelmore	To be considered by the Grant Working Party for recommendation to the Resources Committee	20 November 2019
1.1	12 November 2019	M Harper & L Mitchelmore	For consideration by the Resources Committee	20 November 2019
1.2	20 November 2019	M Harper & L Mitchelmore	For approval and adoption by the Parish Council	27 November 2019

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1. Introduction

- 1.1 Danbury Parish Council (the Council) has the power to make grant awards under the Power of General Competence and has a responsibility to the taxpayers of Danbury to spend public money responsibly, for the benefit of the village, residents or community of Danbury.
- 1.2 Grant monies available in any financial year will be determined by the Council during the budget process based on the recommendation of the Resources Committee.
- 1.3 Grant applications will be reviewed by the Grants Working Party and passed via the Resources Committee for approval at Parish Council meetings during the months of:
 - July
 - November
 - March
- 1.4 Grant awards made will be based on the merits of the application, eligibility criteria, and the funds available for grant awards by the Council in the applicable financial year.
- 1.5 The Council is under no obligation to make a grant award just because an application has been made.
- 1.6 Ordinarily, only one grant per organisation per financial year will be considered
- 1.7 If any organisation, representative thereof, or person acting on their behalf, whether acting singly or collectively, knowingly makes a false declaration in order to obtain a grant award from the council, the representative, or organisation will, in addition to any legal sanction, be required to immediately refund the grant in full. The representative may be barred by the Council from any further grant award application.

2. Eligibility

- 2.1 Grant awards will be made to eligible clubs, registered charities, organisations or societies where it can be demonstrated that it will be of **benefit to the village, residents or community of Danbury** through the:
 - Provision of a service
 - Improvements to quality of life
 - Improvements to or protection of the environment
 - Provision of recreation/sporting facilities/activities.

Individuals are **not eligible** to either apply for or receive grant awards.

2.2 **Clubs, registered charities, organisations or societies** will need to provide the following:

- Copy of the Constitution
- Copy of a bank statement dated within 6 months of the application
- Documented evidence of charitable status, if applicable

2.3 Grants will not normally be made to cover ongoing costs as these may be variable or intermediate. A grant may be awarded in very exceptional circumstances where the applicant can accurately demonstrate costs based on verifiable information by one or more of the following:

- Invoices
- Cash Receipts

2.4 Grant awards will not be made to cover the costs of salaries.

2.5 The activities for which the grant is awarded must be completed by March 31st in the following financial year

2.6 Grant awards will not be made where full funding for the same activity has been awarded by an alternative provider.

3. How to Apply

3.1 The application form in Appendix A must be completed in full and received by the Parish Council Office **before the 1st of July, November and March of each financial year.**

Submission details are printed on the application form. A hard copy is available from the Parish Office:

Danbury Parish Council

20 Main Road

Danbury

CM3 4NQ

Tel: 01245 225111

Email: parish.council@danbury-essex.gov.uk

3.2 Applications received after this date will rolled forward to the next eligible date.

- 3.3. Incomplete applications including those that are not accompanied by the necessary supporting documentation will not be accepted and will be referred to the applicant with an explanation and completed applications may re-submitted for consideration at the next eligible date.
- 3.4. The grant award application must state how the grant award meets the eligibility criteria in section 2.
- 3.5. Grant award applications must provide a specific breakdown of the amount applied for, include a properly constructed business case/purchase plan and an indication as to when the project/activity will be completed (must be by March 31st in the following financial year)
- 3.7. Applications including goods or services must be accompanied by a minimum of 2 verifiable quotations for those goods and services.
- 3.7. Where matched funding is required, the applicant must demonstrate in the application, the funding that has already been secured.
- 3.8. The applicant must provide proof of any other grant awarding bodies that have been approached and demonstrate the outcome or current status of the application.

4. Consideration and offers of Grant Awards

- 4.1. Decisions will be made by the Parish Council at their meeting scheduled in July, November and March, based on the recommendation of the Resources Committee
- 4.2. Applicants will be notified in writing following the meeting.
- 4.3. In making their recommendation, the Resources Committee will consider the eligibility criteria and application requirements in sections 2 and 3 of this policy and, in addition, the statutory powers and provisions as apply to the Council.
- 4.4. Where a grant is offered for a project/purchase still in the planning stages, the Council may pledge to grant a certain sum which will become payable when the project is underway. The offer will remain open for nine months, from the date that the offer is made, and the project/purchase must have either commenced, or a firm commitment made to a start date before the grant can be claimed.
- 4.5. The decision to award a grant will remain in principle only until such a time as the applicant satisfies the conditions for the transfer of the award.

5. Terms and Conditions

- 5.1 Any award made in principle will automatically become void if not claimed within 12 calendar months from the date of the award letter.
- 5.2. Any change in the use of the grant monies must be approved by the Council before expenditure occurs.
- 5.3 Grants will not be made retrospectively.
- 5.4 The Council accepts no liability whatsoever in any respect arising out of the purchase or use of goods or services acquired consequent to the grant award. It is the responsibility of the applicant to ensure the suitability for purpose of goods and services and compliance with all appropriate standards and regulations.
- 5.5 Within 12 months of the end of the grant award period, the applicant will provide a written report to the Council demonstrating that the grant has been spent for the purpose for which it was awarded and that the applicant sought best value for money. The Parish Council reserves the right to inspect quotations and invoices.
- 5.6 Where the final project cost is less than the grant award, unspent monies must be repaid to the Council.



DANBURY PARISH COUNCIL

SCHEME OF GRANTING FINANCIAL ASSISTANCE TO NON-PROFIT- MAKING ORGANISATIONS

APPLICATION FORM

Please complete the form in black ink in capital letters.

Applicants must read Rules and Guidance for Grants before completing the application form

DETAILS OF ORGANISATION	
Name of Organisation	
Name of person making grant application and position in organisation	
Address for correspondence	
Tel. No	Day
Email Address:	Evening
GENERAL INFORMATION ABOUT THE ORGANISATION	
Summary of aims and objectives	
How will the Danbury community benefit from the award of a grant?	
Is the organisation a Registered Charity? (if so, please give registration number)	
Number of members in the organisation	
Number of members resident in Danbury	
If membership is restricted please qualify	
Is there a charge for membership, or do you rely on voluntary contributions? Please give details.	



DANBURY PARISH COUNCIL

DETAILS OF GRANT APPLIED FOR

Purpose for which the grant is required. Please give full details, including how your organisation, Danbury residents and community will benefit (continue on separate sheet if necessary).

Total cost of the project/purchase	
Amount of grant requested (A figure MUST be stated)	
Funds available from the organisation's own resources for this project	
Funds granted from other bodies for this particular project (please give details). Outcome of applications made.	
Is there a shortfall? If yes, how do you propose to fund the deficiency?	

PREVIOUS APPLICATIONS

Please give details of all grant applications made by your organisation to the Parish Council whether successful or not, in the last five years.

	Amount Applied For	Amount Granted
1. Date:	£	£
2. Date:	£	£
3. Date:	£	£
4. Date:	£	£
5. Date:	£	£
Total to date:	£	



DANBURY PARISH COUNCIL

ACCOUNTS

Bank Details

Bank:

Sort code:

Account No:

Please ensure a copy of your most recent Bank Statement is attached to this application. If you are a new organisation without past accounts, please attach a copy of your budget for the year.
NB Wherever possible all these should be submitted.

Check List

Please tick the boxes to confirm that you have dealt with each item.

1. Rules and guidance notes read
2. All sections completed in full
3. All proper signatures obtained
4. Latest Bank Statement
5. Verifiable quotations attached

All forms must be returned by the 1st of July, November or March.

No section should be left blank.

All queries to be made to the Parish Clerk on 01245 225111

Return this form and attachments to:

Danbury Parish Council

Old School House

Main Road

Danbury

Essex CM3 4NQ



DANBURY PARISH COUNCIL

DECLARATION

We confirm that we are making this application on behalf of the organisation named.

We undertake on behalf of the organisation that any financial assistance offered will only be used for the purpose for which it has been granted, and will be returned to Danbury Parish Council if it is not required for that purpose. We understand that any false declaration or information may disqualify any further application. Approved Financial Statements for the previous year **MUST** be attached. All relevant paperwork in accordance with the check list is attached.

We confirm that all of the foregoing information given in this form is a true and accurate statement forming the basis of a grant/donation award application to Danbury Parish Council.

Should an award be granted and any of the information contained in the application is subsequently found to be false or inaccurate we undertake to refund the award in full within 3 calendar months of notification of the same by Danbury Parish Council.

Signed

Signed

Chairperson

Treasurer/Secretary

Print Name

Print Name

Date

Date

For and on behalf of (state organisation)