

# MARTIN PARISH COUNCIL

## GRANT AWARDS POLICY

1. This policy should be read in conjunction with the Grant Awards Policy Footnotes.
2. Under Section 137 of the Local Government Act 1972, Martin Parish Council is able to incur expenditure which is “in the interests of and will directly benefit its area or any part of it and some or all of its inhabitants”.
3. Section 137 is used when there is no other specific power available and confers powers to make grants to voluntary bodies, fund raising events, organisations providing not for profit public services, and to contribute to charities and disaster appeals. The benefit accruing must be commensurate with the expenditure incurred, which is a decision for the council. Examples of s.137 expenditure include village histories, plaques, prizes, flood relief, and landscaping.
4. Section 137 expenditure is limited to a specified amount each year, which is then multiplied by the number of electors in the parish. The set amount is updated and advised by DCLG annually.
5. For each financial year the Parish Council, mindful of their responsibility in the spending and management of public money, may allocate a specific amount of money to be made available as grants to local organisations. Grants will be awarded to benefit the community of Martin by supporting organisations and projects which help to improve the recreation, social and community cohesion and inclusion for vulnerable and minority groups.
6. Grant awards are considered at the next parish council meeting that sits after submission of a grant application.
7. The Parish Council aims to support, but is not limited to projects that aid – Safety, Arts and Culture, Recreation, services for the elderly, young adults or children, sports, community pride and services that support people with disabilities.

### ELIGIBILITY

#### **8. Grants are only considered for the following groups:**

- Not-for-Profit enterprises
- Voluntary and charitable organisations
- Assets of Community Value

The body must also prove that the grant that is being considered must demonstrate at least one of the following:

- Provide a non-profit service to the benefit of the parishioners of Martin.
- Be of benefit to the environment through sustainability.
- Benefit a minority or disadvantaged group.
- Some, or all of the community of Martin.

#### **9. Grants cannot be awarded to the following groups:**

- Costs of routine maintenance and repair of equipment (unless in exceptional circumstances)
- Salary or routine administration costs
- Individuals (except where an organisation provides help for needy individuals belonging to or using the organisation)
- Commercial enterprises which aim to generate a profit.

- Projects with any party political links or political motivations.
- Projects which discriminate on the grounds of age, gender, sexual orientation, race or religion.
- Services which should be provided by statutory funding.
- Buildings that have inadequate insurance provisions.
- Retrospective costs.

**10.** If you are unsure if you qualify to apply for grant funding, then you should contact the Parish Clerk who can provide further guidance and the appropriate application forms.

**11.** Only one grant per organisation can be considered and awarded in any one financial year.

## CRITERIA

12. Where the grant value exceeds a total of £250.00, the Parish Council will require a report with supporting evidence on how the grant money has been used, within 12 months of the grant being awarded.
13. The organisation must have its own separate bank account and a minimum of two authorised signatories.
14. Grants cannot be awarded retrospectively and must be for an on-going or continuing project.

## APPLICATION PROCESS

15. To apply for Grant Funding from Martin Parish Council, the applicant should complete the attached application form and send by post or via email to:

Melissa Hildreth - Clerk / Martin Parish Council  
Sweetapple Barn, Martin, Fordingbridge, SP6 3LF  
[clerk@martin-pc.newforest.gov.uk](mailto:clerk@martin-pc.newforest.gov.uk)

16. The applicant should complete the form in full and provide any supporting evidence and documentation as requested.
17. The Responsible Financial Officer will note receipt of your application as soon as it is received and set a provisional date that the grant funding request will be considered.
18. The applicant will be notified within 7 working days of the set consideration date whether or not the application has been successful, and will provide a list of conditions to the award, if required.
19. Where a grant in excess of £250.00 is being requested, the Parish Council will require the following documents:
  - The full, completed Grant Application Form.
  - A copy of the last full years accounts of the applicant.
  - A copy of the organisations Opportunities Policy, or details of own policies in place.

## **MARTIN PARISH COUNCIL**

**c/o Sweetapple Barn, Sillens Ln, Martin, Fordingbridge, SP6 3LF**

07721520880 Email: [clerk@martin-pc.newforest.gov.uk](mailto:clerk@martin-pc.newforest.gov.uk)

## **APPLICATION FOR GRANT AID – NOTES FOR APPLICANTS**

Please note that this application for a grant does not necessarily entitle your organisation to an award and any funds given are at the discretion of Martin Parish Council.

Please complete the application form below and return to the Council. Application forms (and audited accounts) are also accepted by e-mail: [clerk@martin-pc.newforest.gov.uk](mailto:clerk@martin-pc.newforest.gov.uk) All sections must be completed.

# MARTIN PARISH COUNCIL

## APPLICATION FOR GRANT - ORGANISATION/GROUP ONLY

[The Council regret that they are unable to consider grants or sponsorships for individual persons]

**Please Note:** This form **MUST** be completed **IN FULL** before the Council may consider any grant application. Applications must also enclose copies of their most recent **ANNUAL REPORT**, their last **AGM MINUTES**, & a copy of their most recent published **ANNUAL ACCOUNTS**. (see Policy Notes)

1. FULL NAME OF APPLICANT. [Charity/Organisation]			
2. FULL POSTAL AND <b>EMAIL</b> ADDRESS OF APPLICANT. [Charity/Organisation]		Email:	
		<b>POST CODE :</b>	
3. Regd. Charity No. [If applicable]		4. Telephone No.	
5. Full NAME of organisation's delegated contact.		6. Position/Title of nominated contact.	
7. Please describe your organisations aims and objectives.			
8. Does your organisation work <b>SOLELY</b> for the benefit of the people of MARTIN?		9. If "YES" how many MARTIN residents benefit on a regular basis from your organisation?	
10. If the answer to question 8 is "NO", please specify the geographical areas that you provide for and the number of persons that regularly benefit from your Charity or organisation.			
11. If your organisation is <b>OUTSIDE MARTIN</b> , how many MARTIN residents do [or will] regularly benefit from the services you provide? <i>Please enter in the box on the right &gt;&gt;&gt;</i>			
12. Are you seeking Grant Aid from other sources? [e.g. NFDC, Hampshire CC etc] Please specify below:			
13. How many <b>UNPAID VOLUNTEERS</b> do you have?		14. How many <b>FULL TIME PAID</b> staff?	
		15. How many <b>PART-TIME PAID</b> staff	
16. Have you ever received a grant from Martin Parish Council at any time in the past?		17. If "YES", please enter the month, year & amount: DATE when grant awarded? <input type="text" value="/ /"/> AMOUNT awarded? £ <input type="text"/>	

**PART 2. - ABOUT YOUR GRANT APPLICATION**

18. What GRANT SUM are you applying for to TADLEY TOWN COUNCIL? Please enter the amount applied for *IN FIGURES*, in the box on the right >

19. Please provide your bank account number and sort code >

20. Is your organisation registered for VAT? i.e. Can you claim input tax/VAT? >

21. Would you please specify what the grant would be used for? [e.g. Capital project, Running, etc]

22. Do you require formal planning consent if the grant is towards a PROJECT DEVELOPMENT?

23. If the grant is to be used for a PROJECT, when do you expect to start and finish?

25. Please give any additional information that you feel is relevant, or will support the grant application. E.g. Any fund raising events undertaken by your organization, & any amounts raised. (other than grant applications)

**PLEASE NOTE:** If your grant application is successful, whether in whole or in part, it would be conditional upon you [i.e. your organisation] acknowledging MARTIN PARISH COUNCIL in your Annual Report, or in any other publication [Newsletter, magazine, etc] relevant to your organisation. **In signing this grant application, you agree to be bound by this condition.**

**Signed:** \_\_\_\_\_ **Dated:** \_\_\_\_\_

## POLICY FOOTNOTES

- 1) This policy is conducted within the legal framework set out by Section 137 of the Local Government Act 1972.
- 2) Martin Parish Council's ability to make grants is capped by an expenditure limit calculated by the S.137 legislation and budgetary expenditure.
- 3) Martin Parish Council allows within its annual budget a fixed amount for the approval of grants to external bodies, and cannot exceed this budgeted sum of money in any one financial year.
- 4) The financial year of Martin Parish Council ends on March 31<sup>st</sup>.
- 5) All grants received after this date which are approved will be made from the new budgeted expenditure for such grants.
- 6) Grants are awarded based on the merit of each individual case, but takes into account the date of which the grant application was submitted.
- 7) In no case can one grant application be fast-tracked past others for the organisations benefit.
- 8) When making a conditional offer of a grant, Martin Parish Council must receive the supporting documents requested in section 15 of this policy within 28 days of the written approval of the grant.
- 9) Grant applications are considered at each Parish Council meeting, which sits every 6 weeks on a Tuesday.
- 10) Where no such supporting evidence is provided, Martin Parish Council reserves the right to withdraw the grant offer.
- 11) Martin Parish Council reserves the right to withdraw grant funding made to an organisation where under Section 8 of this policy, the organisation fails to demonstrate within 12 months (or other reasonable time frame as considered by the Parish Council) how the grant has been spent to the benefit of groups outlined in section 4.
- 12) When requesting a grant, the organisation may wish to provide written letters of support from anybody who will benefit from the grant to support their application, but has no obligation to do so.
- 13) Grants cannot be awarded to organisations outside of the Martin Parish without a clear demonstration of the benefits to Martin in awarding any sum.
- 14) Help, guidance and advice for completing and submitting a grant application to the Parish Council can be sought from the Parish Clerk. All applications should be sent directly to the Clerk at:

Melissa Hildreth- Clerk, Martin Parish Council 20

Sweetapple Barn, Martin, Fordingbridge, SP6 3LF

[clerk@martin-pc.newforest.gov.uk](mailto:clerk@martin-pc.newforest.gov.uk)

Hard copies of this policy alongside grant application forms are available free upon request to the Parish Clerk.

Policy updated November 2022