

**Grant Awarding Policy**

**This Grant Awarding Policy was  
adopted by  
Mountfield Parish Council  
at the Meeting  
on 12th September 2017**

**Revisions**

**Paragraph 4, page 2 of 3 (14.05.19)**

**Paragraph 12, page 3 of 3 (14.05.19)**

# MOUNTFIELD PARISH COUNCIL

Mountfield Parish Council welcomes and values the work of local voluntary groups and organisations and consider it a paramount duty to support these local groups and organisations. We will include in our annual budget an amount to be awarded in grants to local organisations and groups which contribute to the welfare of the community by improving or supporting activities/facilities. Applicants must be able to demonstrate a clear need for financial support.

Any organisation applying for a grant from the Parish Council must be able to show that its activities provide a service for and/or bring about an improvement in the quality of life or the environment for residents of the parish.

The Parish Council may consider awarding a grant to organisations based outside the parish if it can be shown that residents of the parish would benefit directly from the service or activity provided by that organisation.

Grants will not be awarded to commercial organisations, political parties, or groups whose funds are redistributed by a central headquarters. Grants and donations will only be awarded to organisations that have a proper constitution and/or a bank account in the organisation's name.

**(this paragraph amended 14.05.19)**

An overall limit for the annual provision of grant aid will be determined as part of the budget setting process in November/January.

## GRANTS AND DONATIONS

It is important to show the difference between Grants and Donations.

Donations - these are quite simply a gift, a sum of money given to an organisation that will benefit Mountfield residents and these are normally given for an event, e.g. the Children's Christmas Party organised by the Village Hall Committee. They can also be given to organisations and appeals that are not in Mountfield Parish but may be of benefit to Mountfield residents.

Grants - a grant comes with a contract between the Parish Council and the organisation. A sum of money is given that must be used in a particular way and appropriate performance is expected, e.g. Mountfield PCC for churchyard maintenance.

## CONDITIONS OF FUNDING

1. Applicants will be required to complete an application form, available from the Parish Clerk or the Council website - [www.mountfield.org.uk](http://www.mountfield.org.uk) All questions on the application form must be fully answered and additional information, to support the application, must be provided.
2. In addition to the application form, organisations are required to provide the following supporting information
  - Their latest set of **audited** accounts.
  - A copy of their constitution (first time applicants only, unless the constitution has been changed).
3. An organisation must have a bank account in its own name, with two authorised representatives required to sign each cheque.
4. 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 must be supplied to the Council as requested.
5. 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.

# MOUNTFIELD PARISH COUNCIL

6. The Council may make the award of any grant as it considers appropriate in the event of any unforeseen urgent event.
7. Grants will not normally exceed 50% of the cost of the project or activity.
8. Applicants will provide details of the project/activity and the number of Mountfield residents expected to benefit.
9. Organisations must provide a report of how the money has been spent. Any unspent money must be returned to Mountfield Parish Council by the end of the financial year.
10. Only in exceptional circumstances will two grants be awarded to an organisation in one financial year.
11. Grants cannot be made retrospectively.
12. All works are to be completed within 6 months of the grant award. Any extension to this period will be at the discretion of Mountfield Parish Council.  
**(this paragraph inserted 14.05.19)**