

Odcombe Parish Council Small Grant Awards Policy

Adopted 16th October 2023

This policy aims to ensure that all grants awarded by Odcombe Parish Council on behalf of Odcombe Parishioners are made in a fair, open and accountable way with due consideration to the potential benefit to the community and its residents.

- 1 A grant is a payment made by Odcombe Parish Council to an organisation for a specific purpose. Ideally there should be demonstrable benefit to the community and its residents.
- 2 Odcombe Parish Council allocates an amount in its annual budget to support the community through the process of awarding grants.
- 3 The grant application form (Annex A) requires detailed information about the event, project, or charity for which the grant is requested. This is because the council are responsible for ensuring that all grants are financially compliant.
- 4 The Council can award discretionary grants to local organisations and groups which can demonstrate a need for financial support and a benefit to the community.

This can be through:

- providing a service;
 - improving the quality of life;
 - involvement in recreation and/or sports;
 - enhancing the environment;
 - promoting the area and its history.
- 6 The process of awarding a grant is based on the principles of fairness, identification of a local need and showing accountability to the electors.
 - 7 Odcombe Parish Council is unable to award grants to:
 - individuals (unless they are spear-heading a project or event)
 - businesses and commercial organisations
 - situations where Somerset Council have a statutory duty to support
 - political parties
 - 8 Only one application for a grant can be considered from any organisation in each financial year and should be submitted to The Clerk to Odcombe Parish Council by October 1st at the latest.
 - 9 Odcombe Parish Council can only commit to the award of a grant within each financial year. Grants in ensuing financial years can only be made in response to new applications.
 - 10 Grants cannot be made retrospectively.
 - 11 Grant applications can only be considered if submitted on the Grant Application For (Annex A).

- 12 The Parish Council reserves the right to ask for repayment of grant funds in the following circumstances:
- grant monies are not being used for the purpose specified on the application form;
 - grant monies have not been used within twelve months from the date awarded;
 - it is discovered that there is dishonest or misleading information on the grant application form, or
 - if the organisation ceases to exist, becomes insolvent, goes into administration, receivership, or liquidation,
- 13 Following receipt of an application, Odcombe Parish Council may request a copy of the organisations latest certified financial accounts.
- 14 The outcome of the application will be communicated to the requester after a decision has been made at a full Council meeting.

ANNEX A

ODCOMBE PARISH COUNCIL

CHAIR: CLLR David Peters

Clerk: Terry Heath

Contact clerk@odcombeparishcouncil.gov.uk

**APPLICATION TO ODCOMBE
PARISH COUNCIL FOR A GRANT**

Your name:

Your organisation.....

Your address

.....

.....

Phone number:.....

Email:

1. Please describe what you want the grant for:

2. Please outline what benefit this will provide to the Community of Odcombe.

3. How much grant funding are you requesting?

4. What, in detail, do you envisage the grant being spent on? If you have quotes or examples, please include them.

Your signature:.....

Date:

Completed application to be sent to clerk@odcombeparishcouncil.gov.uk