



# LAVENHAM PARISH COUNCIL

## Grants Policy

### Power to give Grants:

Parish Councils may award financial support to local groups and organisations within the scope of the Local Government Act 1972 Section 137.

Included within the Parish Council budget for 2024/25 is £6,000 for Grants.

### What can be funded:

- There must be a clear benefit to a significant part of the people of Lavenham.
- There must be clearly presented evidence that local people support the project and are involved in carrying it out.
- Applications above £500 must come from groups which have Officers, a bank account and accounts. The amount of grant will be at the discretion of the Parish Council but organisations and groups will be expected to provide 50% of their own funds or grants from elsewhere to the project. Exceptions to this will only be considered where organisations provide a vital service to the whole community.
- Applications from new groups, established charities or Trusts will be considered on a case-by-case basis up to £500.
- Each group may only make one application per financial year (1 April to 31 March).
- Ongoing commitments to award grants or subsidies in future years will not be made. A fresh application will be required each year.
- Grants will be invited for consideration in May and November each year.
- The Council will determine, at its sole discretion, the Grants Budget each year and reforecast.

**Priority areas for funding: whilst all applications will be considered on their merits, key target areas are:**

- Children and young people
- People with special needs
- Older people
- Extra-curricular activities for schoolchildren

**Schemes must address at least one of the following:**

- Promote social inclusiveness
- Enhance community wellbeing.
- Promote measures to mitigate climate change.
- Promote awareness and attractiveness of the village
- Vital services
- Improving facilities in the village

**Not eligible:**

- Support for individuals or private business projects.
- Projects that are the prime responsibility of other statutory authorities
- Projects that improve or benefit privately owned land or property
- Projects that have already been completed or will have been by the time the grant is made
- Educational activities which take place as part of the curriculum.

**Other ranking criteria:**

- There is a demonstrated need for the activity or project to be funded.
- The benefit to the area or organisation must be commensurate with the expenditure.
- The Costs must be appropriate and realistic.
- The project and the applicant have long-term viability.
- How the group is managed, the extent to which it is community-based.
- Alternative funding available: whether the organisation or could reasonably have been expected to obtain sufficient funding from another, perhaps more appropriate, source.
- Alternative funding available: Preference will be given to schemes which have raised contributions locally.
- Groups within the Parish Council's area may apply. By exception, applications from Groups outside the Parish who can demonstrate direct and substantial benefit to the people of Lavenham may be considered on a case-by-case basis.
- Council will take into account any previous grant made to an organisation or group when considering a new application.

**Conditions:**

- Recipients of grants from the Parish Council may be required to submit documentary evidence to demonstrate how the grant has been spent, the Parish Council should have access to your financial records, on request, where appropriate.
- Funding must only be used for the purpose agreed with the Parish Council and if all the monies are not spent on the items agreed, the balance must be returned.
- All grant recipients are required to provide the Parish Council with a brief report of how the grant has been utilised, how it has assisted the organisation or group and what it has achieved; and such report may be published in the Parish Council's newsletter and on the Parish Council's website; this must be submitted within two months of purchase of the capital equipment, or completion of the project or event for which the funding was awarded.
- Recipients of grants from the Parish Council may be required to attend a meeting of the Parish Council to inform Members how the grant has been expended.
- If the grant is put to purposes other than those for which it was awarded without the prior approval of the Parish Council, the recipient organisation or group will be required to repay the grant to the Parish Council.
- Application must be made using the official application form.