

Adopted by the Council at its meeting held on 1<sup>st</sup> March 2021.

# **Osmington Parish Council**

## **Community Grant Awarding Policy**

Each year Osmington Parish Council allocates a specific amount of money to be made available as grants to organisations, clubs, societies and groups who help to build a sustainable community and economy for the residents of Osmington. In awarding the grants the Parish Council is aware of its responsibility for ensuring that public funds are properly managed.

### **Basic Requirements**

The Council awards grants, at its discretion, to Parish organisations which can demonstrate a clear need for financial support to benefit the Parish by:

- Providing a service
- Enhancing the quality of life
- Improving the environment
- Promoting the Parish of Osmington in a positive way

### **Grant Application Process**

1. The Clerk to the council will receive all applications in the first instance and will collate all the necessary information from the applicant ready for presentation and discussion at the appropriate Council meeting.

2. Applicants will be required to complete an application form. All questions on the form should be fully answered and additional appropriate information, which supports the application, should be provided.

3. In addition to the application form, organisations will be required to provide the following supporting information:

- A copy of your constitution
- A copy of your certified audited accounts for the last two years. In the case of smaller organisations, income and expenditure statements for the last two years certified by a qualified accountant may be submitted instead. Where such statements have not been certified, they must be signed by two persons from within the organisation who have been appointed to act as auditors
- A business plan or something similar that sets out what activities you have planned over the next three years and how they will be funded

4. The Council will expect to receive in writing to the Clerk any expression of interest for a possible grant application and the Council will make the decision on which grants to award. All applicants will be contacted following the Council's decision.

### **The Grant Scheme is Unable to Support:**

- Routine running costs, including salary or administration costs
- Charities operating overseas or established to help persons outside the UK

- Organisations with a restricted or closed membership
- Organisations with party political links
- Projects which discriminate on the grounds of race or religion
- Applications to cover costs that have already been incurred
- Services which should be provided by statutory funding

### **Conditions of Funding**

1. The organisation must be either non-profit or charitable. Applications will not be considered from private organisations operated as a business to make a profit or surplus.
2. Grants will not be made to individuals.
3. Grants will not be made retrospectively.
4. Applications will not normally be considered from national organisations or local groups with access to funds from national “umbrella” or “parent” organisations, unless funds are not available from their national bodies, or the funds are inadequate for a specified project.
5. The administration of and accounting for any grant should be the responsibility of the recipient. All awards must be properly accounted for and evidence of expenditure should be supplied to the Council as requested.
6. Only one application for a grant will be considered from each organisation in each financial year.
7. Each application will be assessed on its own merits.
8. The Council may make the award of any grant subject to additional conditions and requirements as it considers appropriate.
9. 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 the use of the grant monies. Any unspent portion of the grant must be returned to the Council by the end of the financial year in which it was awarded.

For further information regarding any aspect of this policy please contact the Parish Clerk at;

Leigh Johnson, The Old Stables, St. John’s Hill, Wareham, Dorset, BH20 4NB or email: [osmington@dorset-aptc.gov.uk](mailto:osmington@dorset-aptc.gov.uk)