



Kessingland Parish Council Grants Awarding Policy

1. Introduction

Kessingland Parish Council has statutory powers to make funds available to local organisations for the overall benefit of Kessingland and its residents. The powers provide the ability to make grants and the council has adopted this policy to help guide relevant decisions. In addition to outlining Kessingland Parish Council's guidelines for awarding grants, this document also formalises the application process to provide clarity, openness and fairness.

It is the intention of Kessingland Parish Council to support initiatives from local community groups and organisations and it has set an annual budget for this purpose. The annual grants budget does not represent an obligation by the parish council to spend this money on grants. The size of any grant awarded is at the discretion of the Parish Council, but will rarely exceed £500 in any one application.

When deciding whether to award a grant the council will consider the following points:

- Is the organisation eligible to apply for a grant?
- Is the project eligible for funding?
- Does the project meet the funding considerations?

2. Organisation Eligibility

2.1 The following organisations are eligible to apply:

- a. Kessingland-based charities, clubs, associations, groups or other organisations whose activities benefit all or some of the Kessingland community.
- b. Local branches of regional or national charities, clubs, associations, groups or other organisations whose activities benefit all or some of the Kessingland community.

2.2 Applications will normally be rejected:

- a. From statutory bodies or for statutory purposes normally funded through the taxpayer or central government funding.
- b. From individuals, private businesses and "for profit" commercial organisations or for projects which improve or benefit privately owned land or property.

- c. From regional and national organisations unless it can be clearly demonstrated that the grant would be used specifically for Kessingland residents.
- d. From organisations with political or religious affiliations unless for a specific non-discriminatory purpose offered without exclusivity to a particular political group or religion.
- e. From organisations or in connection with projects which negatively discriminate.

3. Project eligibility.

3.1 The project must meet one of more of the following criteria:

- a. In some significant way make Kessingland a better place to live, work or play.
- b. Provide a sustainable benefit to all or part of Kessingland.
- c. Improve the social and/or environmental profile of Kessingland.
- d. Add value and be self-sustaining

3.2 The following points will generally make a project ineligible:

- a. Expenditure on general running costs.
- b. Replacing existing facilities with no significant improvement.
- c. No clear project plan.
- d. Lack of contributory funding.
- e. A large shortfall in the funding required to complete the project.
- f. The project or applicant have been provided with a council grant within the previous three years.
- g. The project or applicant have been previously funded and there has been a failure to comply with the conditions of grants detailed below.

4. Funding Considerations.

The following are taken into account:

- a. General eligibility
- b. Organisational credibility
- c. Impact on identified local need
- d. Community involvement and support
- e. Value for money
- f. Any self- funding and match-funding
- g. Environmental impact
- h. Feasibility
- i. Soundness of the project plan
- j. Sustainability

5. How do I find out if my application is successful?

Grants will initially be liaised upon between the Events Working Group (the councillors on the Kessingland Events Group) and the applicant. When the members of the Events Working Group feel that the application meets their approval it will be sent to the Finance and Governance Committee for their decision. The application will generally be considered at the next Finance & Governance Committee meeting. If the grant application is successful you will receive a notification along with a form to complete to provide bank details and to sign for acceptance of the grant. Upon return of the form you will normally receive your grant payment within one calendar month or as agreed with yourself.

6. Grant conditions

The following are conditions which you must comply with if you accept a grant from the council:

- Kessingland Parish Council support must be acknowledged appropriately on all related publicity and promotional material including posters, advertisements, press releases and leaflets.
- Grants awarded can only be used for the purpose for which they were given and in compliance with any conditions applied.
- Grants must not be distributed to any other organisation, other than as agreed as part of the grant award.
- The outcome and impact of the grant must be reported to the Council within 6 months of the grant being made. The Council reserves the right to specify the form, content and any different timescale for reporting.

7. Alterations to the policy

This policy will be reviewed annually. The parish council reserves the right to diverge from this policy where it considers it appropriate to do so, however such divergence will be decided upon by the parish council and not by a committee.

Please see next page for application form



Kessingland Parish Council Grant Application Form

To: The Parish Clerk,
Kessingland Parish Council
First Floor
Marram Green
Hall Road
Kessingland
NR33 7AH

Please complete this form and return it with:

- a. Your constitution
- b. Your Equality Policy
- c. Your Safeguarding Policy (if project relates to young and/or vulnerable people)

About your organisation. Insert 'yes' or 'no' and/or provide additional information where relevant	
Name of Organisation	
What does your organisation do? (100 words max)	
What relevant local area does your organisation cover?	
Who are the main beneficiaries of your work?	
Are you a charity? (if no, go to the next question) If yes, describe the type of charity	
If registered, what is the charity number?	
Are you a Not-for-profit? If no describe what sort of organisation you are:	
What was your organisations income last year?	
What was your organisations expenditure last year?	

Contact details for your organisation	
Name of contact for your organisation	
Role within the organisation	
Address	
Contact telephone number(s)	
E-mail address	
What is your authority to make this application?	
Your Project	
Please provide details of the aims of your project and how it will benefit the people of Kessingland (a maximum of 250 words)	
Project start date	
Project completion date (if applicable)	
Total cost of project	
Breakdown of cost	
Amount of funds raised by the organisation?	
Details of funding requested or agreed from other sources:	
Grant requested from Kessingland Parish Council.	
Are there specific items or parts of the project that this grant would fund? If so please detail:	
When are the funds required?	

Compliance Agreements (insert 'YES' to indicate your agreement to the questions below. If you do not intend to comply, insert 'NO'.)	
Do you authorise us to hold and use information that you have provided, for the purpose of processing and monitoring this grant application? You can ask us for details of the information we use for this purpose at any time.	
Do you acknowledge that if you provide false or misleading information in your application or at any point in the life of any grant, we will provide information to relevant enforcement agencies and take any action to recover any funds and damages, as we deem appropriate?	
Do you authorise us to use information about your project and organisation as part of our publicity and promotion of our grants programme?	
Do you agree to acknowledge the Council appropriately on all of your related publicity and promotional material including posters, advertisements, press releases and leaflets?	
Do you agree not to distribute funds granted to any other organisation, other than as agreed as part of the grant award?	
Do you agree to report the outcome and impact of the grant to the Council as required in the Council's Grant Awarding Policy?	
Do you agree that any grant awarded will only be used for the purpose for which it was given and in compliance with any conditions applied?	
I declare that I am the person listed above and that I am authorised to sign this grant application on behalf of the above organisation	
Signature	
Date	