



LAMBOURN PARISH COUNCIL

The Memorial Hall, Oxford Street, Lambourn, Berkshire. RG17 8XP

Telephone: 01488 72400

email: info@lambourn-pc.gov.uk

Grant Awarding Policy for Lambourn Parish Council

The Parish Council, under the Local Government Act 1972 S11, can lawfully issue grants relating to its statutory powers to facilitate the discharge of its functions.

In addition, under the Local Government Act 1972, S137, the Parish Council may make grants up to a prescribed amount in any one year per head of the elective population. An overall limit for the annual provision of grant aid will be determined as part of the budget-setting process. Currently, the amount is £1,000 per annum. The limit is set annually by the government.

To qualify, the applicant must be able to demonstrate that funding will benefit the Parish or residents of the Parish. Applicants are requested to include details of the number of Lambourn residents who have, or who are expected to use this service or what particular benefits this will give to the Lambourn community.

Applicants must complete a grant application and return it together with the required financial information.

The council will not normally support commercial organisations, major charities, bodies considered to be self-funded or provided for by other authorities.

The council reserves the right to refuse any grant application or offer an alternate amount to that originally requested.

Grants will typically only be considered quarterly by the Finance Committee (around March, June, September, December), unless there are exceptional circumstances which require more immediate consideration.

Objective of Parish Grants:

- To assist, develop and promote local voluntary and charitable organisations, schools, churches, and other organisations providing services or benefits to parishioners.
- To strengthen and enrich the local community.
- To provide opportunities for parishioners to benefit from education, sports, recreation, culture, art, history and the local environment.
- To benefit all sections of the community.

In determining the validity of an application, the Council will refer to the following guidelines:

Examples of purposes that applications will be considered for:

- To purchase equipment either in part or in full.
- For the funding of transport to enable members to partake in a group trip or outing.
- For training activities.
- For activities that raise the profile of the area.
- For running costs of a viable group that is experiencing a period of hardship.
- For hosting special events or celebrations.
- For the provision of recreational facilities.

Conditions:

- Grants will be considered from voluntary groups or charitable organisations but not from individuals.
- Grants can typically only be used for capital projects and not for general operational, revenue and maintenance costs.
- Normally, only one grant per applicant will be made in a financial year.
- The award must be used for the purpose for which the application was made.
- If the group is unable to use the award before the proposed end date, then an explanation is required to be provided to the Parish Council.
- Awards must be accounted for, and evidence of expenditure must be supplied as requested. If the council is not satisfied that the grant has been spent as defined, they reserve the right to request a refund.
- Prior approval of the Council is required if any change of purpose of the grant is required.
- Any unspent portion of the grant must be returned to the Parish Council within six months after the proposed end date of the project.
- Acknowledgement of the financial support received from the Council is required on documentation and any promotional literature or other media operation.
- Should for any reason the organisation disband during the period of the grant, the Council may ask for all or part of the monies to be paid back.

Eligibility:

Any Charity, Voluntary Group or Community Organisation operating within the Parish.

Agencies that operate within the Parish and are of benefit to the local community with the following provisos:

- The Parish Council will not fund activities that it considers to be the responsibility of a Statutory Authority.
- Applications from schools for an activity that takes place within the school day will not be considered.
- The Parish Council will not fund activities outside its powers and functions.

Submission of the Application:

Applications must be submitted to:

The Clerk, The Memorial Hall, Oxford Street, Lambourn, RG17 8XP or by email to clerk@lambourn-pc.gov.uk. The application should be supported by a copy of the latest set of annual accounts.

Document Control

Document owner: Lambourn Parish Council

Version number: V1.1

Approval Date: 08 May 2024

Approved By: Full Council

Review cycle: Annual

Date of next review: 2025

APPLICATION FORM FOR GRANT AID

This form should be completed and sent with a copy of your last audited accounts or financial statement (as applicable) to the Clerk of Lambourn Parish Council.

Grant applications are considered on a quarterly basis (June, September, January, March). You are welcome to attend the relevant Finance or Full Council Committee when grant aid applications will be determined.

Organisation	Person(s) responsible for Financial Administration
Name	Name
Year of Formation	Telephone number
Current membership	Email address
Objectives (use a separate sheet if necessary)	Postal address

Explain the purpose of Grant Aid application and how this will benefit Lambourn

The total anticipated cost of the project and how this will be achieved

Amount of Grant requested and when this will be required

If you have applied to any other source for financial help, please give details

Declaration

I hereby certify that to the best of my knowledge and belief that the above information and accompanying audited accounts/financial statement(s) (as applicable) are correct.

Signed & dated

Position

Please return to the Parish Council Office in person, by post or by email to:

Parish Clerk
The Memorial Hall
Oxford Street
Lambourn
RG17 8XP

Tel: 01488 72400
Email: clerk@lambourn-pc.gov.uk