

# **LEEDS PARISH COUNCIL**

## **GRANT AWARDING POLICY**

### **1. Scope of Funding**

- 1.1 Leeds Parish Council recognises the valuable contribution that voluntary and community organisations make to the wellbeing of the parish.
- 1.2 The Council has a limited annual grants budget, and priority will therefore be given to organisations, groups and projects that directly benefit the residents of Leeds.
- 1.3 The Council will normally only consider applications from organisations based within the parish or where the funding will be used solely for the direct benefit of Leeds residents.
- 1.4 Applications from organisations based outside the parish will only be considered in exceptional circumstances where it can be clearly demonstrated that:
  - there is a direct and significant benefit to the residents of Leeds; and
  - no equivalent local service or provision exists.

### **2. Availability of Funds**

- 2.1 The availability of grants is dependent upon the Council's annual budget and financial position.
- 2.2 Grant funding is entirely discretionary and there is no automatic entitlement to financial assistance.
- 2.3 As the Council has a limited grants budget, applications may be refused or awarded at a lower level than requested.
- 2.4 Applications should be submitted in writing to the Parish Clerk and should include:
  - details of the organisation;
  - the amount requested;
  - the purpose of the grant;
  - how the funding will benefit the residents of Leeds;
  - copies of any relevant quotations where appropriate;
  - a copy of the organisation's most recent accounts (where available).

### **3. Definition of a Grant**

- 3.1 A grant is defined as an award of funds to an organisation or community group to undertake voluntary or community activities that benefit the residents of Leeds.
- 3.2 The recipient organisation remains responsible for managing the project and the Council's contribution is limited to the financial assistance awarded.

### **4. Eligible Groups**

An eligible organisation will normally:

- be a not-for-profit organisation, registered charity or community group;
- recycle any surplus income for community benefit;
- operate for the benefit of the community;
- have a constitution or governing document;
- have an appropriate management committee or trustees;
- demonstrate good governance and financial management.

Eligible organisations may include:

- community associations;
- local voluntary organisations;

- charitable organisations;
- sports clubs;
- youth organisations;
- organisations providing services that directly benefit the residents of Leeds.

## **5. Assessment Criteria**

Each application will be considered against the following criteria:

- the benefit to the residents of Leeds;
- whether there is a genuine need for financial assistance;
- value for money;
- quality of the proposed project or service;
- financial management of the organisation;
- whether the project complements existing services;
- the ability to attract funding from other sources;
- community involvement and volunteering;
- long-term sustainability.

Preference will be given to projects which:

- enhance community life within Leeds;
- encourage community participation;
- improve local facilities;
- support vulnerable residents.

## **6. Applications Normally Not Supported**

The Council will not normally award grants for:

- projects that provide little or no direct benefit to Leeds residents;
- organisations operating primarily outside the parish without a demonstrable benefit to Leeds;
- political organisations;
- commercial or profit-making organisations;
- retrospective applications for projects already completed;
- activities promoting political or religious beliefs;
- statutory responsibilities of other public bodies;
- general running costs unless exceptional circumstances exist.

## **7. Decisions**

7.1 Applications will be considered by Full Council.

7.2 Decisions will normally be made within eight weeks of receiving a completed application.

7.3 The Council's decision is final.

## **8. Conditions of Grant**

Successful applicants shall:

- use the grant only for the approved purpose;
- notify the Council if the project changes significantly;
- return any unused funds if requested by the Council;
- provide evidence of expenditure if requested;
- acknowledge the support of Leeds Parish Council where appropriate.

## **9. Performance Monitoring**

9.1 The Council wishes to ensure public money is spent appropriately and achieves value for money.

9.2 Monitoring requirements will be proportionate to the value of the grant awarded.

9.3 The Council may request a brief report explaining how the funding has benefited the community.

## **10. Risk Assessment**

Organisations should demonstrate appropriate arrangements for:

- financial management;
- audit arrangements;
- fraud prevention;
- safeguarding (where applicable);
- health and safety;
- insurance.

## **11. Legal Powers**

The Council will only award grants where it has the legal power to do so.