

Grant Awarding Policy – Seal Parish Council

1. Introduction

- a) Seal Parish Council (the “Parish Council”) is committed to supporting and strengthening the networks and community groups that help to make a positive difference to Seal, Underriver and St Lawrence as vital places to live and work for everyone. Under current legislation, the Parish Council is able to set aside funding from each year’s budget for disbursement as grants to support voluntary organisations promoting community initiatives within the parish of Seal. Such provision is to be determined in accordance with the current S137 spending limit prior to the financial year during which grants may be paid. Unused provision will not be carried forward to the next year.
- b) The purpose of this policy is to set out the principles and procedures that guide the Parish Council when it is making grants. It also provides information about the Parish Council’s grant making process to any organisations that are applying for a grant, or would like to do so.

2. Policy Funding Priorities

- a) The Parish Council will consider applications for financial assistance throughout the year from organisations serving Seal, Underriver and St Lawrence, who can demonstrate a clear need for financial support to embark upon a specific project which will benefit the parish by:
 - i) Improving the range of existing services and activities;
 - ii) Improving the environment and promoting the parish in a positive way; or
 - iii) Enhancing the quality of life of residents in Seal, Underriver and St Lawrence.
- b) The Parish Council will not provide grants to finance shortfalls in the provision of community services that are the responsibility of other Authorities.
- c) The Parish Council may exceptionally award grants that fall outside the priorities stated in this policy, provided it is satisfied that the grant is an appropriate use of the Parish Council’s funds.
- d) The Parish Council will review the grant-making priorities and principles set out in this policy at least annually.

3. Who can apply?

- a) The Parish Council welcomes applications that support its funding priorities from any organisation that meets all of the following criteria
 - i) provides services directly benefitting the area and residents of Seal, Underriver and St Lawrence;
 - ii) is independently established for charitable, benevolent or philanthropic purposes;
 - iii) has a constitution or written document setting out its aims and objectives;
 - iv) has a bank or building society account in its own name; and
 - v) can provide audited, or for smaller organisations, signed accounts for the last financial year (or if starting up, has a feasible project or business plan).
- b) The Parish Council will not award grants to an applicant that has previously submitted a proposal where the applicant failed the Parish Council’s due diligence checks and the

issues identified at that time have not been addressed.

4. Who can't apply?

- a) The Parish Council will not accept applications from the following:
 - i) private individuals;
 - ii) Commercial organisations;
 - iii) Regional or national organisations, unless it is for a specific project in the Seal area;
 - iv) Political parties; or
 - v) Religious organisations, unless for a purpose which is not discriminatory on grounds of belief.

5. What the Parish Council will fund

- a) The Parish Council will generally award grants to fund up to 50% of the cost of a proposal. However, the Parish Council will consider funding part of the cost of a proposal where the total cost is shared with one or more other funders, and encourages applicants to seek additional sources of funding for their proposal.
- b) If a grant covers part of the cost of a proposal, the Parish Council may require the applicant to provide details of the other funder(s) and the funding that they have secured or applied for (including any loans or other commercial funding).
- c) The Parish Council will normally expect to distribute grants to a variety of organisations each financial year. This may mean that a smaller amount is awarded than that applied for.
- d) The provision of a grant to a particular organisation in one year does not set a precedent for another year, nor does it preclude further grants being made to that organisation in subsequent years.

6. How to apply

- a) All proposals must be made on the application form attached as an appendix to this policy.
- b) The following must also be provided with the completed application:
 - i) a complete, up-to-date copy of the organisation's constitution/governing document;
 - ii) if the organisation is a UK charity, its registered charity number(s) as issued by the Charity Commission; and/or
 - iii) if it is a charity under the law of England and Wales that is not required to register with the Charity Commission (because it is either an exempt or excepted charity, or has income below the registration threshold), evidence of its charitable status (such as an HMRC reference number); and
 - iv) the organisation's most recent set of accounts.

7. How we make decisions about grants

- a) Applicants will be informed of the decision on their grant application within two weeks of the meeting of the Parish Council at which their application was considered.
- b) If an applicant is awarded a grant, the Parish Council will set out the key terms of the grant and any conditions that are attached to it in a grant agreement or letter, and ask the applicant to sign the grant agreement or letter to indicate that they accept the terms and conditions.
- c) If the Parish Council decides not to award a grant for a proposal, it may, if requested by the applicant, give the applicant such written feedback on the reasons for its decision

as it considers appropriate, despite the Parish Council not being obliged to give the applicant reasons for its decision.

- d) The Parish Council's decision whether to award a grant is final.
 - e) Grant awards will be paid by Cheque or Bank Transfer to the organisation/applicant. Payments will not be made to individuals.
 - f) The grant award cannot be increased after the decision to make an award has been made.
 - g) Successful applicants must spend their grant within one year; – the Parish Council recognises that project timescales can slip for good reasons, and; would expect to be informed of any foreseen problems.
 - h) The Parish Council will require repayment of the grant if:
 - i) the project or purpose for which it was awarded does not proceed;
 - ii) part of the grant remains unused when the activities that the grant was intended to fund have been completed; or
 - iii) the grant is used for a purpose other than that which has been agreed.
8. Reporting requirements and monitoring
- a) Successful applicants will be required to provide a report of how the grant has been used.
 - b) Where a grant exceeds £1,999, the Parish Council is required by statute to obtain evidence from the grantee that the grant has been spent in accordance with the description of the project given at the time of application.
 - c) If appropriate, a representative of the Parish Council may also visit grant-funded activities and interview individuals involved in running those activities.
 - d) Any unspent money must be returned to Parish Council.

9. Contact details

Please submit all enquiries and completed application forms, with supporting documentation, to the Parish Clerk.

You can contact the Clerk by telephone, email or in writing, Seal Parish Council, Weald Heights, Fawke Common, Sevenoaks, Kent TN15 0SP

Tel: 01732 833360 or Email: sealparishc@outlook.com

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SEAL PARISH COUNCIL GRANT APPLICATION FORM

The Council will not consider any application unless all questions have been answered and the required information supplied at the time of application. If you require any assistance please contact the Parish Office, details are below the Grants Policy.

Name of Organisation	
Name of Applicant and position held in Organisation	
Address for correspondence	
Telephone Number	
Email Address	
Is your organisation a registered charity?	
If yes, charity number	
Year of formation	
Has a Constitution been attached to your application ? (if applicable)	
Group/organisation objectives	
Current number of members	
Number of (if any) Seal PC members	
Title of Project	
Total cost of project and how this will be achieved, include detail of funds from other sources	

Amount of grant requested from Seal PC	
Describe the project/purpose for the grant	
How many Seal residents will Benefit from the project ?	
Date of event (if applicable)	
Details of previous grants awarded to your group/organisation by Seal PC in the last five years with dates	
Has a copy of your most recent accounts been attached to your application? New Organisations should attach a budget forecast.	
Name of Bank Account Account Number Sort Code	

I hereby certify that the above information is correct to the best of my knowledge and belief the above information is correct.

In order to comply with UK General Data Protection Regulations (GDPR) effective from 25th May 2018,. SPC requires your consent to hold the personal information you give on this form. Only relevant information is requested in order to facilitate your grant. Your data will never be shared with a third party. By completing this form, you are consenting to us holding and using your data in this way. You may request its amendment or deletion at any time.

Please view SPC website on www.sealparishcouncil.org.uk to view the SPC Privacy and Notice Policy or contact the office.

Signed _____ Date _____

Name _____ Position _____

