



# **MERTON PARISH COUNCIL**

## **Grant Awarding Policy**

**Adopted September 2021**

**Review Due September 2023**

Signed \_\_\_\_\_

## **Policy Statement:**

A grant or subsidy is any payment made by the council to be used by an organisation for a specific purpose in the furtherance of the wellbeing of the local community, either generally, or for a specific purpose.

### **1. General**

1.1 The contribution made by the many organisations and individuals to the wellbeing of the local community is recognised by the Council as important to our society. The purpose of any grant of subsidy given by the Council is to support initiatives in the local community and to help create opportunities for the residents of Merton.

1.2 These notes have been prepared to explain the main details of the Council's Grants/ Subsidy Scheme. Please read them carefully before you complete the application form.

1.3 Although the Council will give as much help as possible, the administration of and accounting for any grant or subsidy shall be the responsibility of the recipient.

1.4 There is a limited budget each year and applicants are asked to consider donations and small awards in the first instance (see section 4.). However the council will consider all applications for grants annually at its March meeting. It is important that all questions on the application form are fully answered and that any appropriate additional information, which supports an application, is provided. It is expected that applicants will seek advice from Council Officers on these matters.

1.5 Grants/ subsidies are awarded once approved at the Council's meeting held in March and the council reserves the right to award any sum regardless of the amount requested.

### **2. Conditions of Funding**

2.1 Applications will be considered from individuals as well as organisations. Applications will be considered for day-to-day running expenses and individual projects.

2.2 Applications 'will not' be considered from:

- Organisations intending to support or oppose any particular political party or to discriminate on grounds of race or religion.
- Private organisations operated as a business to make a profit or surplus.
- "Upward funders", i.e. local groups whose fund raising is sent to their central HQ for redistribution.

2.3 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 available are inadequate for a specified project.

2.4 Applications from religious groups will be considered where a clear benefit to the wider community can be demonstrated irrespective of their religious beliefs.

2.5 Applications from education, health or social service establishments will be considered where the organisation can be demonstrated that it is working in partnership with other groups and where there are benefits to the wider community within the Parish.

2.6 The organisation will normally be expected to have clearly written aims and objectives, a written constitution and membership rules, copies of which should be submitted as part of the application. In addition, an organisation must demonstrate that it is properly managed and able to run its affairs responsibly. Individuals should include references to back their application.

2.7 All applications must demonstrate clearly how a grant or subsidy will be of benefit to the local community within the Parish.

2.8 An organisation is required to submit audited accounts or accounts that have been independently examined by a suitably qualified person, for the previous financial year or, in the case of a newly formed organisation, a detailed budget and business plan.

2.9 Ongoing commitments to award grants or subsidies in future years will not be made. A fresh application will be required each year. Only one application per organisation will be accepted each year.

2.10 Each application will be assessed on its own merits and will be considered along with other applications. We ask that you submit your application 7-10 days before the March meeting to allow for processing.

2.11 The Council may make the award of any grant or subsidy subject to such additional conditions and requirements, as it considers appropriate.

### **3. Payment:**

3.1 All grants will be paid by cheque/ BACS.

### **4. Donations and small awards:**

4.1 The council may wish to offer a donation, rather than a grant. A donation is considered a smaller sum, approx. £50 or less. To apply for a donation (rather than a grant) please put in writing the organisations details, how the donation will be of benefit and approx. how many parishioners it will benefit. Donations will be considered throughout the year, via a Councils ordinary meeting.