



Grant Awarding Policy

This document outlines Duston Parish Council's guidelines for awarding community grants. It also formalises the application process to ensure access, openness and fairness to the many groups and organisations we aim to support.

A grant is any payment made by the Council to be used by an organisation for a specific purpose that will benefit the parish, or residents of the parish, and which is not directly controlled or administered by the Council. The Council awards grants, at its discretion, to organisations which can demonstrate a clear need for financial support to benefit the parish by:

- Providing a service
- Enhancing the quality of life
- Improving the environment
- Promoting the parish of Duston in a positive way

Each grant will not normally exceed a maximum of £1000, although Council may use its discretion to exceed this amount.

1. Grant Application Process

1.1 Applicants will be required to complete and submit an application form.

1.2 The Parish Clerk will receive all applications in the first instance.

1.3 In addition to the application form organisations will be required to provide

- A copy of their written constitution or details of their aims and purpose.

- A copy of the previous year's accounts or, for new initiatives, a detailed budget and business plan. If the organisation does not prepare annual accounts, copies of the bank statements covering the previous six months must be enclosed.
- A copy of their Annual Report

1.4 Applications may be submitted at any time.

1.5 All applicants will be contacted following a decision by Council.

1.6 The completed Grant Application Form will be published in full on Duston Parish Council website.

2. Conditions of Funding

2.1 Grants will not be made retrospectively.

2.2 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 local project.

2.3 An organisation should have a bank account in its own name. Payment will be made to the named organisation.

2.4 The administration of and accounting for any grant shall be the responsibility of the recipient. Evidence of expenditure should be supplied to the Council where requested.

2.5 Ongoing commitments to award grants or subsidies in future years will not be made. A fresh application will be required for each award.

2.6 Each application will be assessed on its own merits.

2.7 The Council may make the award of any grant or subsidy subject to such additional conditions and requirements as it considers appropriate. The Council reserves the right to refuse any grant application which it considers to be inappropriate or against the objectives of the Council.

2.8 Successful applicants must provide photos or a short written report on how the grant was spent within 12 months of receiving the grant. Any grant money not used for purpose within 12 months shall be returned.

2.9 Duston Parish Council support must be acknowledged as appropriate on all publicity and promotional material including posters, advertisements, press releases and leaflets.

3. Eligibility

3.1 Grants are available made to:

- ✓ A Not For Profit organisation serving the needs of the residents of Duston and/or the area

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- ✓ A Duston based club/association/charity serving a specific section of the community or the community as a whole

3.2 Grants will not be made to:

- × Individuals.
- × Organisations operating on a for-profit basis.
- × Political or quasi political groups.
- × Organisations located outside of the parish unless there is specific proof of direct benefit to Duston or its residents.
- × Charity appeals

4. What Happens Next

4.1 If your application is successful you will be sent a letter informing you. OR

4.2 If your application is unsuccessful we will write to tell you so, however, please do not let this deter you from making further applications in the future.

Version	Date adopted / re-adopted	Date review by
43/23	6 th July 2023	July 2024 unless there are statutory changes