LISS PARISH COUNCIL
GRANT POLICY AND PROCEDURE

GRANTS POLICY

1. INTRODUCTION

1.1. Liss Parish Council will consider applications for grants from community, voluntary and charitable organisations.
1.2. The applicant must be able to demonstrate that any funding from the Parish Council will benefit the Parish or residents of the Parish to qualify for an award.
1.3. All applicants are required to complete the Grant Application Form (see Appendix A) supplied by the Parish Council.
1.4. Grant applications will be dealt with by the Finance Committee and applications must be submitted using the Parish Council's application form supported by any relevant documentation.
1.5. Organisations that meet the criteria should not assume that grants will automatically be approved.
1.6. Grants will be approved on an annual basis as part of the Parish Council's budgetary procedure.
1.7. Grants may be considered at other times for a purpose which has arisen during the year so long as budgeted grant funds remain available.

2. APPLICATIONS

2.1. Applications must demonstrate that funding will benefit the Parish and community of Liss and that they meet the conditions and eligibility criteria set out below. Funding may be used for:
  2.1.1. One off events and activities.
  2.1.2. As a contribution to the ongoing running costs of organisations that bring significant benefit to the Parish and its community.
2.2. While all applications will be considered on their merits, priority will normally be given to supporting activities that:
  2.2.1. Benefit children and young people.
  2.2.2. Benefit the elderly.
  2.2.3. Benefit the disabled.
  2.2.4. Benefit those otherwise disadvantaged.
  2.2.5. Promote social inclusiveness.
  2.2.6. Promote awareness of the village.
  2.2.7. Provide facilities or infrastructure to the benefit of the Parish as a whole.
  2.2.8. Enhanced community wellbeing.
  2.2.9. Contribute towards pandemic or other disaster recovery.
  2.2.10. Promote charities which support these aims.
2.3. Activities funded might, for example, include the purchase of equipment, training and educational activities, transport provision, promotion of cultural events, recreational and social events, and the provision of facilities.
2.4. Applications may be for financial grants or, at Clerk's discretion, a Benefit in Kind (e.g. use of LPC facilities or resources at a reduced rate or at no cost – to be disclosed in LPC accounts).

3. CONDITIONS

3.1. Grants will not be awarded to individuals.
3.2. Additional applications within a 12-month period will not normally be considered.
3.3. All awards must be spent with the financial year of allocation.
3.4. Any conditional award will only be made if certain conditions are met and approved within the financial year of allocation.
3.5. Grants will not be made retrospectively.

3.6. If the recipient is unable to use the award for the stated purpose and within specified timeframe, all monies must be returned to the Parish Council.
3.7. All awards must be properly accounted for and evidence of expenditure should be supplied as requested. If the Parish Council is not satisfied with the arrangements, they reserve the right to request a refund of the monies awarded.
3.8. Donations to registered charities in response to a general fundraising appeal will be restricted to an upper limit of £100.
3.9. The majority of grant funds will be allocated at the beginning of the financial year in April due to budget allocation.
3.10. All recipients of a grant from LPC should acknowledge the award, e.g. on their website

4. ELIGIBILITY

4.1. Any charity, voluntary group or community organisation.
4.2. Agencies that operate within Liss parish and are of benefit to the local community, with the following provisos:
4.2.1. The Parish Council will not fund activities it considers to be the responsibility of a Statutory Authority.
4.2.2. The Parish Council will not consider applications from schools for normal school activities that take place within the school day.

GRANT PROCEDURE

5. COMPLETING THE GRANT APPLICATION FORM (see Appendix A)

5.1. Grants will normally only be made to charitable bodies, clubs or organisations based and operating in Liss; in exceptional circumstances grants to bodies or organisations based outside Liss will be considered if there is a demonstrable benefit to the Parish of Liss.
5.2. Applicant bodies must nominate one person for contact details.
5.3. Grants applied for must be for a specified amount; general applications will not be considered.
5.4. The proposed use of any grant made must be specified (e.g. for capital purchases, running costs, subsidy for hardship cases etc.).
5.5. Details of who will benefit must be supplied; these do not need to be personal details.
5.6. A set of the most recent audited financial statements MUST BE SUPPLIED with the application form. No consideration of a grant will be made where accounts are not supplied.

6. APPLICATION DEADLINE

6.1. The deadline for applications is **30th September** for the following year's budget.
6.2. All completed application forms must be submitted to the Clerk, they will be presented to the next Finance Committee meeting.
6.3. Successful application grants will be paid at the beginning of the financial year in April. Grants are recorded in the Clerk's Report and published in the minutes of the Full Council held in April or May each year.

7. POLICY REVIEW

7.1 Grants Policy and Procedure to be reviewed in three years.

Approved by Liss Parish Council on 17th March 2025.

To be reviewed in 2028.

Appendix A

LISS PARISH COUNCIL
GRANT APPLICATION FORM

Please read the attached Grants Policy and Procedure document before completing this form. Continue on a separate sheet if necessary, but include the name of your organisation on any additional sheets.

Organisation

Name of organisation…….

Address of organisation……....

…….

Brief description of organisation activities……

…….

Contact details

Name of contact……..

Position in organisation……

Email address……..

Telephone number…….

Address for correspondence (if different from above) ……..

…….

Bank details – Please provide bank details as follows for payment of any award made:

Sort code: **Account code:** **Payee Name :**

Organisation's Financial Information **Your application will not be considered until you supply this**

All applications MUST be accompanied by the following financial information:

1. A copy of the latest approved statement of income and expenditure or other financial reports which indicate financial position
2. A statement of your capital assets

Previous applications

Has your organisation previously applied for a grant from the Liss Parish Council? If YES please give the date, amount and brief description below (most recent application only?)

……..

Grant Application

Total amount of grant required £…….

Are you requesting a 'Benefit in Kind' (e.g. use Village Hall for reduced/no cost - see grant policy 2.4.) If YES please give details below

……

Brief description of what the grant will be used for

……

……

Who will benefit from the grant and how many of these will be Liss Parish residents?

……

……

Will you be able to achieve the above if you are not awarded this grant?

……

……

Please give an itemised breakdown of the expenditure for which this grant is being applied for

ITEM	COST £
TOTAL	

Have you applied / received a grant from any other body for the same scheme / project? If YES please give the date, amount and brief description below

……

……

Signed…… Date…….

Please submit by 30th September to Liss Parish Clerk Council: clerk@lissparishcouncil.gov.uk OR post to: The Clerk, The Council Room, Hill Brow Road, Liss, GU33 7LA

LPC Use Only

Date presented to the Council / Finance Committee: *Decision: Approved / Rejected*

Signature of committee Chair: