



Grant Awarding Policy

General policy statement

Holbeach Parish Council has set the following policy regards to the deliberation of grants and awards. This policy has been directly led by the guidance of LALC (Lincolnshire Association of Local Councils), NALC (National Association of Local Councils), and the legal obligations set out in such statutes as the Local Government Act 1972, taking precedence from other Town and Parish Councils to ensure fairness for the electors of Holbeach. With this in mind the following policy for all grants, awards and Section 137 payments will be applied, and no consideration will be granted to any request until the below is met.

Policy notes

1. Requests for funds must be within the Councils Power, or be a Duty, for the Council to complete. Should the request fall outside of that, the request will be automatically declined.
2. Only requests from groups and electors within Holbeach Town, Holbeach Hurn (including Holbeach Bank and Holbeach Saint Marks) or Holbeach St Johns (including Holbeach Drove) wards will be entertained by Holbeach Parish Council.
3. Only those applications with a fully completed application form will be deliberated
4. For successful applications, the payment will be via a BACS to the organisation name on the application.
5. The funds will come from the precepted budget amount and deliberated on a 'first come, first serve' basis until the budget is allocated. No other awards are possible after that point until the next full Council year.
6. Grant applications will be discussed within Holbeach Parish Council's finance committee meeting and decided upon at the next full meeting following the application.
7. Grants cannot be paid to individuals, or for increasing the balance of a group. The grant purpose must be something specific and for the benefit of local electors, not to increase balances.
8. Requests for funds over £500 must be accompanied with the last set of annual books from the group, and a projection, to demonstrate where and how the money will be used.
9. Holbeach Parish Council expects any group or association to be self-funding first, and as such any request for funds can be for no more than 40% of the Organisations annual turnover.
10. Maximum amount for any grant considered will be £3000
11. All approved monies must be used for the specific purpose requested, and evidence submitted to the Council within 12 months (and no later than 28th of April of the subsequent year, whichever is sooner) that the monies have been used in the proposed way. Any other usage, or should the funds have not been used, will deem the payment instantly repayable to Holbeach Parish Council. Any & all costs of recovery, including legal and lost interest at 4% above Barclays Bank Base Rate at the time it becomes repayable, will be considered recoverable with the grant at the discretion of the Council.
12. Holbeach Parish Council will not entertain any applications or requests for loans, overdrafts or temporary creditor support.
13. All successful applications are required to collect their cheque from the Holbeach Parish Council offices for a photo with a representative of the Council. This is mandatory for all amounts awarded over £500, and the

details of the group and the payment may be publicised in areas such as Facebook. This photo may be used on Holbeach Parish Councils website or other media publications not limited by but including Facebook and other social media, the local press and their digital media, in the offices and other areas of promotion.

14. As any application will be considered at a public meeting and paid for from public funds, it will be considered public knowledge and therefore will be required for publication into minutes and other official Council registers. As such, all activities involved with any group or organisation will be classed as public knowledge from date of receipt of application, and therefore forfeits its right to be forgotten.
15. All applications are vetted by the Clerk or other authorised office staff member before sending to Council for deliberation at its next Council meeting. Should the application criteria not be met, the applicant will be notified within 30 days of its submission.
16. The Council will not reconsider any grant application refused by the Council until at least 12 months after the first application, unless the purpose is something that will not be considered
17. The Council has discretion to make any payment, under Section 137, that they feel will benefit the wards of Holbeach and therefore can make a discretionary award contra to the rulings within this policy. All decisions by Holbeach Parish Council, once communicated in minutes and/or letter to the club are final, and there is no appeals process.

Applications will **NOT** be considered for the following:

- Political groups, parties, organisations, or their affiliates
- National charities, or organisations with a turnover of over £250,000 except for local branches with separate accounts
- Local groups or representatives of national groups or those with redistribution models
- Any organisations that make a profit or surplus that is not earmarked for a specific purpose
- Any organisation that discriminates on grounds of age, gender, sexual orientation, gender identity, race, ethnicity, religion, or belief
- Any group where the benefit will not be directly toward the rate payers of Holbeach

Version	Date Approved	Amendments Made	Next Review Date
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