

Old Marston Parish Council Grants Policy

Introduction

Old Marston Parish Council is funded by the residents of Old Marston and therefore has only limited funds available to assist community organisations located or working in the parish or is seen residents of Old Marston benefit. The total amount available for discretionary grants is reviewed annually.

Subject to funding being available Old Marston Parish Council is committed to providing assistance and support to local community groups which are set up to promote community life for Old Marston residents.

The council's financial support is provided by way of grants which are decided against criteria set by, and which can be amended from time to time by Old Marston Parish Council.

The parish council believes that voluntary groups benefit the wider community and that each should have equal opportunity to access the discretionary grant fund; limits are therefore placed on the number of applications and the total amount of funding any one organisation may apply for in each year.

Aim of the Grant Policy

Old Marston Parish Council aims to use a process of awarding grants to charities and community groups acting on a voluntary basis to help engender engagement with the parish council and within the wider community. It will be funded by an annual allocation that will maintain the fund at approximately 5% of the Parish's precept.

Objectives of the Grant Policy

1. To encourage the formation of new groups and particularly youth groups with a common purpose to provide new and enhanced facilities within the parish or for use by those living within the parish.
2. To help build a commitment by all residents to a strong community that takes a pride in the Parish.
3. To widen the involvement of groups within the parish to improve the well-being of the whole community.
4. To encourage the involvement of younger members of the community in developing community-based projects.
5. To provide start-up funds that allow new ideas and innovative solutions to be publicised and community support evaluated.

Grant Awarding Procedure

Grant applications will be assessed by the parish council at the first parish council meeting after submission that it can appear on the agenda. Applications are expected to attend the meetings and give a short presentation, about 10 minutes long, describing the purpose of the grant and its expected outcomes, how the grant would deliver value for money for the parish council and what other funding has been raised or may be available.

Normally, not more than two thirds of the annual grant budget will be allocated during the first half of the financial year.

Application for a grant will only be considered if it is made on the parish council application form. Application forms are available via email request to the parish clerk, clerk@oldmarston-pc.gov.uk at any time or in hard copy via letter to the parish clerk, Old Marston Parish Council, 8 Nicholas Avenue, Old Marston, Oxford OX3 0RN.

The parish council will minute its decisions, which will be based on this policy, and these will be published on the parish council website and on parish council noticeboards as part of the parish council minutes.

The parish council reserve the right to award a single, multiple, or part funded grant or none where it feels that the bids do not meet the aims of the grants policy. For those applications that are unsuccessful feedback on the reasons will be available from the clerk.

The grants procedure will be reviewed on an annual basis to ensure that the grants awarded are achieving the aims of this policy and directly supporting delivery of the parish plan. The grants awarded will also be subject to the parish council's annual audit process to confirm value for money.

Assessment Criteria

Preference will be given to projects:

- With evidence of community support (letters of support from established groups and/or individuals, petitions signed by local residents, etc.) or as start-up grants to evaluate that support,
- Submitted by youth groups,
- Supporting vulnerable groups,
- Projects where the parish council's award will help to secure further funding.

These are the criteria, not in any order, against which applications will be judged.

It is a condition of the award of a grant that a presentation of the project outcomes will be made at the next annual parish meeting in May, if requested.

Application Form

The application form is given in Appendix 1.

Advice on completion of the application form is available from the parish clerk.

Application forms must be completed, signed, accompanied by accounts where stipulated.

Applications for a grant must be made using the Old Marston Parish Council application form.

Grant Award Agreement

To receive a grant, once awarded a representative of the successful group applying must sign a grant award agreement from the parish clerk. The agreement will specify the amount award, when and how it can be claimed, any special conditions applied and use the application form to describe the project. Signing the agreement indicates that the terms and conditions of the parish council's grant policy current at the time of signing are accepted.

Payment

Payment will be made by BACS.

Monitoring

Each successful applicant will be allocated to a parish councillor who will follow the progress of the grant and keep the parish council updated.

In some instances, the nominated parish councillor may be asked to approve specific expenditure where the aware is held by the parish clerk.

All successful applicants will be asked to provide a final report and presentation of outcomes to the next annual parish meeting. Occasionally, successful applicants may also be asked to provide interim reports to the parish clerk for the parish council meetings both this requirement if applied will be stipulated in the grant award agreement.

All expenditure against the grant must be receipted and accounted for and will be subject to audit through the parish council.

Any grant funding not spent must be accounted for and the parish clerk advised at the earliest opportunity. The parish council will take the decision if this is to be repaid or remain with the project.

Publicity

The parish council should be acknowledged for grant funding in all media releases relating to the project.

All media requests for parish council comment relating to the project should be made to the parish clerk in the first instance.

Old Marston Parish Council Values

Old Marston Parish Council believes and recognises that the diversity of our population is one of our greatest strengths and assets.

We are committed to ensuring that people are treated fairly and to promoting equality of opportunities for everyone to live, learn, work and relax in the parish.

We will address inequality both in the workplace and in relation to access to services and outcomes.

We strongly oppose all forms of discrimination and will actively work to eliminate discriminatory barriers and ensure that individuals and communities within Old Marston have a sense of shared, common belonging and understanding.

Please confirm that your organisation adheres to Old Marston Parish Council values. We will not grant funds to any organisation that does not share our values.

Adopted:	Minute Reference	Signed by Chair
16 th May 2022	22/05/20	Duncan Hatfield
15 th May 2023	23/05/19	Duncan Hatfield
May 2024		

OLD MARSTON PARISH COUNCIL
Grant Application Form for charitable, voluntary or other organisations.

Organisations Name	
Contact Name	
Correspondence Address	
Tel:	
Email:	
Bank Transfer details: (if accepted)	
Amount Asking for:	£
Purpose of grant	
Nature of Organisation: Registered Charity Number Non-Profit Voluntary Organisation Number of members/ officers/ Volunteers:	
How will the local community benefit from a grant? (Continue on a separate sheet if necessary)	
If a major scheme, how much will be provided from own resources? (Continue on a separate sheet if necessary)	

<p>Organisations current financial position:</p> <p>(Please include a copy of your last annual report/ completed accounts)</p> <p>If you received a grant last year, how was it spent:</p>	<p>£</p>
<p>Have applications for grants been submitted to any other body?</p>	
<p>If yes to whom?</p>	

Brief details of organisations own fundraising efforts:

Signed..... Position held.....

Date:.....