

Finningley Parish Council

Grants Policy

Date Agreed October 2021

Review Date October 2022

Purpose

1. Finningley Parish Council may from time to time receive requests for financial support from individuals or other bodies to implement particular projects, or request a regular payment for ongoing activities. The purpose of this policy to set an agreed procedure for considering such requests and monitoring agreed outcomes for any awards made.

Procedure

- 2.1 The council will establish annually a working party to consider all requests for financial support. The working party shall consist of the Vice Chair, 2 ordinary members of the council and the Council's Financial Officer. Its remit will be to receive requests for financial support from individuals and other bodies, inspect supporting information provided and seek further information if necessary. It is for the working party to decide if sufficient information is provided and they reserve the right to seek further information from the applicant should they deem it necessary. Once it has sufficient information it will consider the request and make a recommendation to full Council for a decision.
- 2.2 A person or body must submit in writing any request for financial support, giving a broad outline of the purpose of the request and specific uses for which any award granted will be put to use. Detailed costings will be required, together with information of any other funding available to the applicant. If it is an organisation making the request then details of current financial resources and commitments will be required before consideration of the request can be undertaken.
- 2.3 Should the Council make an award they may decide to include proviso for monitoring the outcomes of the award. The applicant must agree to such monitoring of the outcomes in writing before any payment can be made.
- 2.4 At the end of the financial year in which an award is made, the applicant must provide the Council with a detailed analysis of expenditure incurred from the award and refund any unspent monies to the Council.
- 2.5 Should a request for financial support be required over more than one year the applicant must provide a schedule of anticipated expenditure in order that the Council can profile its own expenditure accordingly. Annual reports from the applicant would be required as part of the monitoring procedure.

Other Matters

- 3.1 Where requests for support are successful, then all financial procedures followed must be transparent and follow best practice in use of public monies with a clear audit trail of expenditure. Should the Council or its auditors suspect any misuse of funds awarded they

reserve the right to seek repayment of the award in full or in part and may refer the matter to other bodies for further investigation.

- 3.2 Applicants will be notified in writing of the decision of the Council and successful applicants will be asked by the Council's Financial Officer for banking details to enable the transfer of funds electronically.
- 3.3 The Council would normally expect applications for support to be submitted prior to November in each year so that any awards may be included in the budget setting process for the financial year in which they are to be made. In exceptional cases applications may be made outside of the normal round of budget setting.

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