



# Grant Awarding Policy

Adopted by Marden Parish Council on: 12<sup>th</sup> May 2015  
Reviewed on: 26<sup>th</sup> June 2018 / 30<sup>th</sup> July 2019 / 6<sup>th</sup> April 2021  
Review date: April 2022

Office Opening Times:  
Mondays, Tuesdays & Fridays 10am - 12 noon  
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Parish Council Finance – Grant Awarding Policy

# FINANCE

## GRANT AWARDING POLICY

### Scope of Funding

Funding support will be considered to voluntary and community sector organisations that are:

- (a) based in Marden and delivering activities or services to the people of Marden,
- (b) based outside of Marden area but are providing services or activities not otherwise available to the people of Marden.

### Availability of Funds

The availability of funds to support voluntary activity is dependent on the Council's overall financial position and the choices it makes when allocating its resources. The Council will supply direct financial support in the form of grants to eligible bodies.

### Definition of a Grant

A grant is defined as an award of funds to an organisation or individuals to undertake Voluntary and Community activities. The organisation themselves determine their activities and the Council makes a financial contribution through awarding funding.

### Eligible Groups

An eligible group will usually:-

- (a) be a 'not for profit' body or they recycle profits or income for the public good,
- (b) work for the benefit of the community of Marden,
- (c) be independent and determine their own aims and objectives,
- (d) be formally constituted, have a management committee made up of volunteers who are the employing body, range from small local self help groups to branches of national charities,
- (e) have a formal constitution and / or have charitable status,
- (f) have its own bank account.

Eligible groups can also include:

- (a) voluntary organisations which employ paid workers for their experience or skills and may or may not have volunteers to carry out some of their activities,
- (b) community groups generally which have no paid workers and so are made up entirely of volunteers.

The Council will allocate resources to the eligible groups:

- (a) against clear and consistent criteria,
- (b) that achieve quality and effectiveness of services,
- (c) have common and transparent arrangements for agreeing objectives, monitoring performance and evaluation.

In order to maintain a consistent approach, all requests for grant funding will be reviewed by Council in the following areas to achieve Best Value:

- (a) Level of service delivery / value for money
- (b) Quality of service
- (c) Financial management
- (d) If there is a real need for financial assistance from the Council
- (e) Meeting gaps in existing provision
- (f) Governance
- (g) Meeting changing needs
- (h) Attracting new funding sources
- (i) Reducing duplication
- (j) Increased voluntary involvement

### **Decisions**

Decision making will be on the basis as set out in paragraph 4 and a decision will be made by Council Members at the next Council meeting but usually within 8 weeks of application.

### **Performance Management**

The Council recognises that performance management is an important means of showing that the public money is spent in the right way and achieves best value.

In the allocation of monies, there will be the need to ensure the effective monitoring and evaluation which focuses on outcomes. To achieve this it is proposed that :

- (a) monitoring should be proportionate to the amount of funding support awarded,
- (b) monitoring should also be used to demonstrate achievement, and
- (c) there is a need to keep information collecting as simple as possible for groups.

### **Risk Assessment**

There are various associated risks involved in providing funding support.

Voluntary and community groups will be encouraged to carry out risk assessments to identify possible areas of concern, for example:

- (a) audit processes,
- (b) process in place to minimise fraud,
- (c) safeguarding.

### **Giving of A Grant/Award**

If the application of a grant is successful the organisation/group must provide the Council with a report by the end of the current financial year (ie 31<sup>st</sup> March) showing how the money was spent.

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