



GAMLINGAY PARISH COUNCIL
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Gamlingay Parish Council Grant Awarding Policy

Introduction

The Council sets aside an amount each year and generally awards grants twice per year using specific legal powers. Where no other power is available, the Council may decide to use Section 137 of the Local Government Act 1972, to award a grant where it feels that to do so will benefit **some or all of its residents or some or all of the area.**

Policy

- All applications must be accompanied by appropriate accounts, unless the group is recently formed and/or supporting financial information. Any accumulated reserves will be considered when grant levels are decided.
- Completed applications must be returned to the Clerk to the Council **at least 10 days before** the date of the meeting at which grants are to be considered.
- Applications will be considered from voluntary groups and societies, clubs, not-for-profit organisations and charities operating in or meeting the needs of Gamlingay residents
- Applications from individuals will not be considered. Grants will not be payable to or for any commercial venture for private gain.
- Grants will be awarded for capital projects, such as the purchase of equipment, works to buildings, improvements to premises and to encourage the setup of new groups. The Council does not normally give grants towards running costs, salaries or consumables.
- The Council may support a community event, a festival or special event in commemoration which is held within Gamlingay
- Grants will only be paid to a bank account in the name of the organisation making the application – not to any individual representing it.
- Grant recipients are expected to provide a report to the Council on how the grant has been spent within 12 months. Any unspent grant should be returned.
- The amount to be awarded is at the discretion of the Council, considering the available budget and having considered other sources of funding.

Voluntary groups grant aided by the Council are required to:

- Ensure adequate levels of administration, hold regular meetings, keep minutes and circulate information to group members
- Keep proper accounts.
- Involve group members and users in policy making and in the management of activities and services
- Be open to eligible users as defined by the group's constitution
- Establish and monitor equal opportunities policies and practices
- Meet the legal responsibilities of an employer where appropriate
- Recruit and support volunteers where appropriate
- Acknowledge the Parish Council's support in appropriate publications