



Orton Longueville Parish Council

46 Oakdale Avenue
Peterborough PE2 8TA

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Orton Longueville Parish Council Grant Awarding Policy and Application Procedure

A grant is any payment or gift made by the Parish Council to an organization for a specific purpose that will benefit the Parish, or residents of the Parish, and which is not directly controlled or administered by the Parish Council. The law requires that Section 137 grants must be 'in the interests of or will directly benefit the area or its inhabitants, or of part of it, or of some of it' and 'the direct benefit should be commensurate with expenditure.' Similar considerations will apply when considering applications for other grants.

The Parish Council awards grants, at its discretion, to organisations which can demonstrate a clear need for financial support to achieve an objective which will benefit the Parish by:

- Providing a service
- Enhancing the quality of life
- Improving the environment
- Promoting the Parish of Orton Longueville in a positive way

The Parish Council will not award grants to:

- Private individuals
- Commercial organizations
- Purposes for which there is a statutory duty upon other local or central government departments to fund or provide
- 'Upward Funders' i.e. local groups where fund-raising is sent to a central HQ for redistribution
- Political parties
- Religious organisations; unless for a purpose which does not discriminate on grounds of belief or ethnicity

Only one application for a grant will be considered from any organization in any one financial year.

Ongoing commitments to award grants in future years will not be made. A fresh application will be required each year.

Grants will not be made retrospectively.

Application Procedure

Organizations requesting financial assistance for amounts in excess of £500 are required to submit by 1st December, at the latest, in the year preceding their funding requirement:

- A completed application form
- Copies of their last year end accounts to include P/L and Balance Sheet

- The number or percentage of members that belong to the organization and that live within the Orton Longueville Parish
- Details of any restrictions placed on who can use/access their services
- Confirmation (on the application form) that it agrees with the Parish Council's Equal Opportunities Policy or gives details of their own policy
- A representative of your group will be required to attend the meeting when the Parish Council considers the application to answer any further questions

Organisations will be expected to have clear written aims, objectives, policies, a written constitution available for inspection and a separate bank account.

Grant requests for projects costing over £2,000 the Parish Council will require that the organisation has robust tendering regulations, e.g. obtaining a minimum of three tenders. The Parish Council reserves the right to request proof of the tender process. Projects notified and included in the Parish Council's budget will only have the funds released on completion of the work. Whilst the Parish Council would not normally consider applications for Capital Projects, any such applications will require a more substantial case with supporting evidence of the community benefit.

Assessment Procedure

At the Parish Council's annual budgeting meeting an amount will be set from which grants will be awarded during the following financial year. This amount will principally be for grant requests that have already been received by the Parish Council, in accordance with the application procedure, and which it envisages may be granted. Any amount included within the budget for an application amount does not guarantee an award; a decision upon an award will remain for approval by the Parish Council at the appropriate meeting. An additional amount will be reserved from which other grant requests may be made. A maximum award of £500 only for such unplanned applications will be considered. Once the Grants budget is exhausted, the Parish Council will only consider emergency requests for assistance, and generally only from organizations with which it has close links.

An unplanned grant request, once received in writing, will be considered at the next available meeting of the Parish Council.

Each application will be assessed on its own merits. However, to ensure as fair a distribution as possible of available funds, the Parish Council will take into account the amount and frequency of any previous awards. Due account may also be taken of the extent to which funding has been sought or secured from other sources or fund raising activities.

Successful Applications

A grant award must only be used for the purpose stated on the application. If the organisation is unable to use the money, or any part of it, for the purpose stated, then all monies, or unexpended part of such monies, must be returned to the Parish Council. The Parish Council requires proof of expenditure as soon as possible after the spend.

Organisations receiving grants are required to advise their users/members that the grant or equipment had been received from Orton Longueville Parish Council. Where appropriate, the Parish Council will affix a label to equipment.

Where equipment is gifted to an organization, the Parish Council requires that it be insured and maintained at the expense of the user.

It is not just the role of the Parish Council to award grants. Where possible it actively encourages organisations to seek grants from other agencies to finance projects.

Successful applicants will also be required to display the Orton Longueville Parish Council logos and branding on all media to include websites, social media accounts including Page and Group pages, display advertising, posters, banners to include anywhere the public may view material relating to the purpose for which the Grant was awarded. Artwork will be supplied separately by email as a PNG file. An example of which can be seen here:



We collect personal information when you apply for a grant. We will use this information to allow us to consider your application, advise you of the council's decision and provide you with the grant, if approved. We will not share your details with any third party outside of the council.

Orton Longueville Parish Council Grant Application Form.

Please complete this form and attach the relevant information and send to:

The Clerk, Orton Longueville Parish Council, 46 Oakdale Avenue, Stanground,
Peterborough PE2 8TA

Email: clerk@ortonlongueville-pc.gov.uk

Name of organisation	
Your name Contact details	
Position within the organisation and how long have you held this position?	
Telephone	
Email	
General Data Protection Regulations	The information which you provide will be processed and stored so that it is possible to contact you and respond to your grant application. Your personal information will be not shared or provided to any other third party.
Is your organization a registered charity?	
If yes, state charity number	

Purpose of grant required?	
Amount of grant required from OLPC	
Total cost of project?	
Have any grants been requested from other sources? If so, where from and if not why not?	
How has the item been previously funded?	
When are the funds required?	

Please attach a detailed statement in explanation of the purpose for which any grant is to be used, why you are applying to the Parish Council for a grant and the potential benefits for the residents of the parish. State the number or percentage, or an estimate thereof, of members that belong to the organization and live within Orton Longueville Parish.

Include a copy of the last year end accounts.

State any restrictions placed on who can use/access the services.

A representative of your group will be required to attend the meeting when the Parish Council considers your application to answer any further questions.

This application will not be accepted unless the Equal Opportunities Policy of the organization is attached or the following (which is the Parish Council's equal opportunities statement) is signed as an acceptance of the principles.

“Orton Longueville Parish Council is committed to equal opportunities for all sectors of the community. It is the policy of the Council to ensure that no service user, employee, job applicant or other person associated with or funded by the Council receives less favourable treatment on the grounds of age, colour, impairment (disability status including HIV status), marital status, nationality, "race", religion, sex or sexuality.”

Signed..... Name.....Date.....

Position in organisation.....

Statement of understanding

I have read and understood the Orton Longueville Parish Council Grants Policy and Procedure information and if a grant is awarded the organisation agree to abide by the conditions outlined.

Signed..... Name.....Date.....

Position in organisation.....