

# DOCKING PARISH COUNCIL

Hall Farm, Sedgeford Road, Docking, Kings Lynn, Norfolk, PE31 8LJ

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## Grant Awarding Policy and Procedure

### Introduction

A grant is any payment or gift made by the Council to an organisation 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. These grants are funded from an annual amount set aside from the precept. Any unused grant provision in one year will not be carried forward to the next year.

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

- Enhancing the quality of life,
- Improving recreation, education, arts, and sports,
- Encouraging new groups,
- Improving the environment,
- Activities that raise the profile of the parish of Docking.

The 2022/23 budget is £750.00

### Criteria

Each application will be assessed on its own merits. The Parish Council will consider: -

- Benefit of the grant to residents of the parish of Docking,
- Effectiveness of the use of the grant by the group,
- Whether the costs are appropriate and realistic.

### Conditions

1. The organisation must be either non-profit or charitable.
2. Applications must be made on the grant application form and all questions answered.
3. The size of any grant awarded is at the sole discretion of Docking Parish Council.
4. Only one application may be made by the same organisation in any financial year.
5. Grants will only be made to groups which need financial help. Accumulated reserves will be considered when grant levels are decided.
6. Ongoing commitments to award grants in future years will not be made. A new application form will be required each year.
7. Grants must only be used for the purpose stated on the application form and should be spent within the year for the purpose for which it was given.
8. The Parish Council reserves the right to reclaim any grant should it not be used for the purpose it was approved for, or in the event of the group or organisation closing during the financial year in which the grant was approved.
9. The organisation must have a bank account in its own name
10. An acknowledgement on receipt of the grant cheque is required.
11. There is no appeal process if an application is turned down.

### The following requests will not be considered:

- Projects started/completed before the application can be considered by the Parish Council.
- General appeals from national charities.
- Religious organisations unless for a purpose which does not discriminate on grounds of belief.
- Private individuals or members clubs.
- “Upward funders” e.g. local groups where fund-raising is sent to a central Headquarters for redistribution.
- Political parties.
- Purposes for which there is a statutory duty upon other local or central government departments to fund or provide.

### Application Process

1. Applications should be made by fully completing the Grant Application Form and submitted to the Parish Clerk. Grant Application Forms can be obtained from the Parish Clerk or downloaded from the parish website.
2. Applications will be considered during the September meeting, if any funding remains unawarded further applications will be considered in February.
3. Organisations requesting a grant are required to submit all of the documents detailed on the application form.
4. Grant applications should be returned to the Parish Clerk at the address on the form or via email to [docking.council@gmail.com](mailto:docking.council@gmail.com).

### Successful Applications

1. Applicants will be informed within two weeks of the Parish Council Meeting.
2. Organisations receiving grants are required to advise their users/members that the grant had been received from the Parish Council.
3. A brief report on the benefit/difference that the grant has made may be requested.
4. Grant recipients are required to attend the Annual Parish Meeting and provide a presentation on how the grant has been utilised.

If you have any queries, please contact the Clerk of the Council to discuss your application on 07591 514580 or email [docking.council@gmail.com](mailto:docking.council@gmail.com)

Michelle Wroth  
Clerk of the Council  
Docking Parish Council