



DISCRETIONARY GRANT GIVING POLICY

**Reviewed and adopted on
Revised 20.05.25**

Introduction

Odiham Parish Council offers grants within the parish of Odiham and North Warnborough to support the health, wellbeing, protection and enhancement of its area and residents. Grants from public funds are subject to the (financial controls) and are therefore only available to voluntary organisations.

Grants will also be considered to organisations outside the parish which can demonstrate a direct benefit to residents living within the parish.

OPC offers three grant funding streams:

- Discretionary grants
- Event grants
- One-off projects or events under the terms of the George Rothery Bequest

1. Discretionary Grants

The annual Discretionary Grants budget runs from April to March with the amount of available funding being subject to change each year. Applicants can apply for a discretionary grant at any time by completing an application form with supporting documentation and submitting it to clerk@odihamparishcouncil.gov.uk. Applications are considered in January and July by the full Council or the Community Committee, whichever meeting is sooner. No individual Councillor has the power to make such a decision.

Applications should demonstrate how Odiham & North Warnborough residents will benefit from grant spending and the amount of funding requested should be commensurate with the number of beneficiaries.

Applications meeting OPC's aims and objectives will be looked upon favourably (refer to OPC Business Plan. <https://odihamparishcouncil.gov.uk/council/policies-and-publications>)

All applications will be assessed against the same evaluation criteria:

- Does the application aim to meet OPC's aims and objectives?
- Is the purpose of the grant something which a local Council has the power to fund?
- Have quotes and supporting documentation been provided where required?
- Does the application benefit the Odiham & North Warnborough area and inhabitants?
- Is the level of funding requested commensurate with the number of people benefitting from grant spending?
- Does the applicant have the capacity to deliver the project?
- Has the applicant requested and secured match funding?
- Where funding is requested for capital expenditure, has the applicant demonstrated how the asset will be maintained and protected in the future?

There are no restrictions on the number of times an applicant can apply but, where the available funding is limited, OPC may also consider past grant awards and the breadth & variety of the applications being considered at the same meeting.

Applicants are welcome to attend the Council meeting when their application is being considered and make verbal representation to the Council at the start of the meeting, but not enter into discussion whilst the application is being discussed.

OPC reserves the right to refuse an application.

Applicants will be notified of the Council's decision and funds transferred as soon as possible after the meeting.

All successful applicants should provide evidence that the grant has been spent on its intended purpose within 3 months of the activity the grant has been to support and should report the grant in their publicity thus reporting to local residents how OPC funds have been spent.

2. Event Grants

OPC supports events held in the Parish which promote prosperity and community cohesion. Specific event budgets are initially considered each year when drafting the annual budget (usually December) for funding from the following financial year commencing April.

The majority of events grants are normally awarded to InOdiham, a local CIC organisation run by volunteers which has historically run the majority of local events and delivered projects for local benefit. Voluntary charitable organisations such as the Lions and Odiham Raft Race have also been supported. In all cases applications should be made to OPC by October of the year before the planned events, allowing time for consideration as part of the annual budget setting process. It may be more appropriate for smaller applications to apply for a Discretionary Grant.

Applications should be made in writing to clerk@odihamparishcouncil.gov.uk with a copy of the organisation's most recent accounts and an event budget for each planned event showing how the grant contributes to the overall cost of staging the event, how the remainder of the costs are planned to be met, any surplus anticipated and how this will be re-invested in the community.

Applications must be specific on how the grant will be spent and funds must be used solely towards the costs of running the event.

Applications will be formally considered in January, when OPC sets its precept, and funding paid in two instalments - April for events held between April and September and October for events held between October and March. The purpose of which is to coincide with OPC's precept receipts which are also paid in two instalments.

OPC is entitled to refuse funding or suggest alternative ways of delivering an event. OPC is permitted to attach any condition to a grant which is necessary to demonstrate accountability and transparency to its residents and auditors.

A grant recipient should provide an event report following each event which includes a record of actual event income and expenditure with a full explanation of any variances from the anticipated figures supplied with the approved application.

OPC recognises there may be occasions when a planned event may not be able to go ahead due to circumstances outside of the event organisers control. On these occasions, each cancelled event will be assessed on an individual basis in consultation with the grant recipient before deciding what actions should be taken.

3. Conditions applied to discretionary grant awards

- i) OPC reserves the right to attach a reasonable and justifiable condition to a grant award eg that funds will not be released until match funding has been secured.
- ii) In accepting the grant award recipients agree to acknowledge OPC in all publicity for the services, items or events that the award has helped to fund.
- iii) All grant recipients receiving grants of £500 or more should provide evidence that the grant has been spent on its intended purpose within 3 months of the activity the grant by completing a grant monitoring form and using the Odiham Parish Council logo supplied on all publicity.
- iv) A grant payment should not be passed on to a 3rd party by way of a grant or donation or used to fund a different event without prior consent from the Council.
- v) An event grant recipient should provide an event report following each event which includes a record of actual event income and expenditure with a full explanation of any variances from the anticipated figures supplied with the approved application.