

ALL SAINTS PARISH COUNCIL

Policy adopted on 12th January 2021 at ORD meeting of the Council; minute ref. 20/68

Grant Awarding Policy and Procedure

Introduction to Policy

A grant is any payment or gift made by the Parish 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. The current legislation requires that Section 137 expenditure or grants must be "*in the interests of, or will directly benefit, the area or its inhabitants, or of part of it, or some of it*" and "*the direct benefit should be commensurate with expenditure*". Similar considerations will apply when considering applications for other grants.

If, at some future date, All Saints Parish Council resolves to make use of the General Power of Competence (Localism Act 2011), this policy may be subject to amendment, in accordance with the Council's adopted Standing Orders.

Policy

The Parish Council awards grants, at its absolute 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 within the parish, or in adjoining parishes where mutual benefit is derived
- Improving the environment, and promoting the Parish of All Saints in a positive way.

The Parish Council will NOT award grants to:

- Private individuals,
- Commercial organisations,
- Purposes for which there is a statutory duty upon other local or central government departments to fund or provide,
- "Upward funders" ie. 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.

This list is not exclusive, and may be added to at the council's discretion.

Only one application for a grant will be considered from any organisation 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. This will be at the discretion of the council.

Grants will not be made retrospectively.

Application Procedure

Organisations requesting financial assistance for amounts in excess of £100 but less than £3000 are required to submit by 1st November, at the latest, in the year in which they seek their funding requirement.

i.e. An application, for financial assistance in financial year 2021-22, must be received by the Council's Proper Officer by 1st November 2021 at the latest.

- A completed application form;
- Copies of their last year end accounts;
- The number, or percentage, of members that belong to the organisation and that live within the All Saints Parish Area;
- Details of any restrictions placed on who can use/access their services;
- Confirmation (on the application form) that the organisation conforms to national, statutory Equal Opportunities legislation, and / or give details of their own policy;
- Confirmation that mutuality and inclusion of minority groups is being pursued.

Organisations will normally be expected to have clear written aims and objectives, a written constitution, and a separate bank account controlled by more than one signatory.

For grant requests for projects costing over £3,000, 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 community benefit. For these grants, the council will expect to see some form/evidence of other third party funding.

All grants awarded will be subject to regular '*report back*' to All Saints Parish Council as to progress and/or community benefit.

Grant requests for specific funding under £100 can be considered by Council at the next ordinary meeting of the council under agenda item "*requests for financial assistance*" but all such requests must be made in writing to the Proper Officer / Clerk at least 10 working days prior to the scheduled date of that meeting. Applicants must provide as much relevant information as they deem necessary; Council reserves the right to request further information prior to consideration, or to defer the grant application until such additional information is received.

Assessment Procedure

At the Parish Council's specific annual budgeting meeting, an amount may be set aside from which grants may 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 (up to £100) may be made. A maximum award of £100 only for such unplanned applications may be considered.

Once the grants budget is exhausted, the Parish Council will only consider emergency requests for assistance, and generally only from organisations with whom it has close links.

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, and the geographical spread within the parish. Due account may also be taken of the extent to which funding has been sought or secured from other sources or fund raising activities.

The Parish Council may make the award of any grant or subsidy subject to such additional conditions and requirements as it considers appropriate. The Parish Council reserves the right to refuse any grant application which it considers to be inappropriate, or against the objectives of the Council.

Nothing contained herein shall prevent the Parish Council from exercising, at any time, its existing duty or power in respect of providing financial assistance or grants to local or national organisations under the provisions of the Local Government Act 1972, (Section 137).

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 may request proof of expenditure.

Organisations receiving grants are required to advise their users/members that the grant or equipment has been received from All Saints Parish Council. Where appropriate, the Parish Council may require a notice to be affixed to or adjacent to the asset or facility outlining the nature of the Council's contribution.

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

ALL SAINTS PARISH COUNCIL

Grant Application Form

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

The Clerk to All Saints Parish Council.
(address details on website; www.allsaints-pc.gov.uk)

Name of Organisation

Contact Details

Position within Organisation

Telephone

Email

Is your organisation a registered charity? YES / NO

If yes, charity number:

Project for which grant is required?

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Total Cost?

(If over £3000, please note additional requirements specified in application notes)

Have any funds been requested from other sources?

Success / failure of that application, and amount requested?

Amount of grant requested from All Saints Parish Council?

When are the funds required?

Please ensure that all questions are answered, and that all additional information / documentation detailed in the accompanying Grant Application notes is submitted with this application form.

Policy adopted on 12th January 2021 at ORD meeting of the Council

This Policy shall be reviewed and adopted annually.