

## **016 - Rothley Parish Council Grant Awarding Policy**

This policy was approved at Full Council on 24<sup>th</sup> April 2017 minute ref 17/53

### **1. Introduction.**

The parish council is able to provide a grant or gift 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 law requires grants are required to 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”.

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 one of the following:

- Providing a service
- Enhancing the quality of life for the community
- Improving the environment, and promoting the parish in a positive way.

The parish council is NOT able to 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” 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.

This list is not exhaustive and may be amended at the council’s discretion.

### **2. Policy**

1. All applications for grants should be submitted using the Council’s application form
2. Only one application for a grant will be considered from an organisation in any one financial year unless an additional need is justified as urgent.
3. Ongoing commitments to award grants in future years will not be made. A fresh application will be required each year or a per occasion basis.
4. The organisation/project must be properly constituted and administered in relation to its management and financial controls. A copy of the organisation’s constitution should be provided along with the last year end accounts.

5. The maximum grant will be £1,500 in any one financial year. In exceptional circumstances the council may resolve to exceed this amount.
6. Grants must only be used for the purpose set out in the application and must be spent within the financial year in which they are awarded. If the organisation is unable to use the money, or any part of it, for the purpose stated, then all unspent monies, must be returned to the parish council, unless a dispensation is granted.
7. The parish council may require proof of expenditure.
8. Grants will not be made retrospectively.
9. Organisations receiving grants are required to advise their users/members that the grant or equipment has been received from the parish council. Where appropriate, the parish council may require a notice to be affixed.
10. The parish council reserves the right to refuse any grant application which it considers to be inappropriate, or against the objectives of the council.

### **3. Application Procedure**

Grant requests for immediate or unplanned applications will be considered. The council will consider emergency requests for assistance, but generally only from organisations with whom it has close links.

A grant request, once received in writing, will be considered at the next meeting of the council.

Organisations requesting financial assistance for amounts in excess of £1,000 are required to submit by 1st October at the latest, in the year preceding their funding requirement.

- 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 parish area,
- 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 Equality Opportunities Policy or gives details of their own policy.

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 £1,000 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.

All grants awarded will be subject to regular 'report back' to the council as to progress and/or community benefit.

#### **4. Assessment Procedure**

At the council's specific annual budget meeting, grants will be included in the appropriate budget section for the coming financial year and will be shown clearly as a separate expenditure.

Any amount included within the budget for an application amount does not guarantee an award. A decision upon an award will remain for expenditure approval by the council at the appropriate meeting.

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 council may make the award of any grant or subsidy subject to such additional conditions and requirements as it considers appropriate.

Nothing contained herein shall prevent the 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, until such time the council obtains the General Power of Competence.