



EDITH WESTON PARISH COUNCIL

Grant and Donation Policy

Introduction to Policy

A grant or donation is any payment made by the Council to be used by an organisation for a purpose that will benefit the Parish, or residents of the Parish, and which is not directly controlled or administered by the Council. The Council awards grants and donations, at its discretion, to Parish organisations which can demonstrate a clear need for financial support to benefit the Parish by:

- Providing a service;
- Enhancing the quality of life;
- Improving recreation and/or sports;
- Improving the environment;
- Promoting the Parish of Edith Weston in a positive way.

Definitions

A grant is awarded for a particular defined purpose.

A donation is awarded for general purposes.

Both are awarded for local Parish activities only.

Power

The Council regularly receives requests for grants and donations from a variety of organisations and the aim of the Policy is to encourage and support activities and projects which will benefit the Parish of Edith Weston.

Section 137 of the Local Government Act 1972 places restrictions on Parish Councils when it comes to making grants to other organisations or bodies. One of those restrictions (paragraph 1 of Section 137) requires that such expenditure “.....is in the interests of, and will bring direct benefit to, their area or any part of it or all or some of its inhabitants....” The normal use to which this power is applied by local Councils is to provide funding to local organisations, e.g. Pre-School Groups, Scout Groups, Senior Citizens Groups etc. but clearly, one of the most important restrictions (as underlined above) is that a grant cannot be made to an individual for their own use, no matter what use and how good a cause that use may be (e.g. sponsorship for studying exchanges).

However, there may indeed be occasions where the grant can be paid to an individual where that individual is carrying out a service which benefits the local population. E.g. A Community First Responder (a NHS trained volunteer) whose role is to be the first on the scene as the result of an emergency call within a designated area (the Parish) to provide immediate life-saving support and who is required to raise funding to contribute towards the cost of the necessary equipment. It is clear that any grant made by the local

Council will directly benefit recipients of the service and it is, therefore, our opinion that the grant can legally be given and the cheque made payable to the individual.

Section 137(4)(a) of the Local Government Act 1972 (the 1972 Act) for Parish Councils in England for 2019-20 is £8.12 per electorate.

Application Process

1. The Clerk to the council will receive all applications in the first instance and will then collate all the necessary information from the applicant ready for presentation and discussion at the appropriate Council meeting.

2. Applicants will be required to complete an application form, available from the Parish Clerk. All questions on the application form should be fully answered and additional appropriate information, which supports an application, should be provided.

3. In addition to the application form organisations will be required to provide the following supporting information:

- a copy of their written constitution or details of their aims and purpose,
- full details of the project or activity,
- demonstration that the grant will be of benefit to the local community within the Parish,
- the proportion or number of beneficiaries living in the electoral area,
- demonstration of a clear need for the funding,
- a copy of the previous year's accounts or, for new initiatives, a detailed budget and business plan.

4. The Council will expect to receive in writing to the Clerk any expression of interest for a possible grant application exceeding £100 by 30 September of the financial year prior to the funds being required in order that budget provision can be considered. Submission of applications is required by 30 November of the financial year prior to the funds being required.

5. The Council will make the decision on which grants and donations to award. All applicants will be contacted following the Council's decision.

6. Funds available are limited and guidance can be given to applicants as to how much money is likely to be available in a specific financial year.

Conditions of Funding

1. The organisation must be either non-profit or charitable. Applications will not be considered from private organisations operated as a business to make a profit or surplus.

2. Grants and donations will not be made to projects that discriminate on any grounds.

3. Grants and donations will not be made to individuals.

4. Grants and Donations will not be made retrospectively.

5. Applications will not normally be considered from national organisations or local groups with access to funds from national 'umbrella' or 'parent' organisations, unless funds are not available from their national bodies, or the funds available are inadequate for a specified project.
6. An organisation should have a bank account in its own name with two authorised representatives required to sign each cheque.
7. The administration of and accounting for any grant shall be the responsibility of the recipient. All awards must be properly accounted for and evidence of expenditure should be supplied to the Council as requested.
8. Only one application for a grant will be considered from each organisation in any one financial year.
9. Ongoing commitments to award grants or subsidies in future years will not be made. A fresh application will be required each year.
10. Each application will be assessed on its own merits.
11. The Council may make the award of any grant or donation, subject to such additional conditions and requirements as it considers appropriate. The Council reserves the right to refuse any grant or donation application which it considers to be inappropriate or against the objectives of the Council.
12. Any grant or donation must only be used for the purpose for which it was awarded unless the written approval of the Council has been obtained for a change in use of the grant or donation monies, and that any unspent portion of the grant must be returned to the Council by the end of the financial year in which it was awarded.
13. The Council may make the award of any grant or donation as it considers appropriate in the event of any unforeseen urgent event.
14. 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.

REVIEWED and APPROVED by Council: 05/05/2022 Minute No. 484/22

Edith Weston Parish Council

GRANT and/or DONATION APPLICATION FORM

Please read the attached guidelines before completing this form. Please use black ink and block capitals.
You may continue on a blank sheet if necessary, but please put the name of your organisation on any additional sheets.

A. Your organisation

Please give us the following information about your organisation:

Name of Organisation:

Address:.....

.....

Post Code:

Description of your organisation's activities. Please list your aims and objectives.

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How long has your organisation been in existence?

B. Contact Details

Name of contact:

Position:

Address for correspondence (if different from above):

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Post Code:

Tel:.....(daytime)(mobile)

Email:

C. Your Application

a) Brief description of project or scheme for which the grant or donation is intended (please see Definitions in the guidance notes)

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b) Who will benefit from the proposed project or scheme and how many of these are Cam residents?

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c) Total cost of project or scheme: £..... d) How much are you applying for? £.....

Please give an itemised breakdown of the expenditure for which this money which is being applied for. Please include evidence (e.g.. suppliers' estimates or price lists) of the likely cost of all items of expenditure where possible.

ITEM	COST £
TOTAL	

d) Have you made any grant application to any other body for grant aid for this project? Yes/No. If yes please give details:

Name of organisation applied to	Amount applied for	Date of Application	Amount Received

If you have received any other sources of funding in the past year, not specified above, please give details:

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D. Previous Applications

Has your organisation previously applied for a grant from this Parish Council? If YES, please give details and the date and amount of grant received if any.

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E. Additional Information

Are there any other comments you wish to make to support this application? Please give this information below, or attach a separate sheet:

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F. Your Financial Situation

All applications must be accompanied by the following financial information: **If you do not supply this information your application will not be considered unless previously agreed in writing by the Council.**

- A copy of your latest approved statement of income and expenditure or other financial report which indicates your financial position, or
- Photocopy of bank statements covering the past six months
- A statement of your capital assets, if any

If you are unable to supply this information, please contact the Parish Council for advice before submitting this application

Signed:.....

Date:

Please return to the Parish Clerk

If you have any queries, please contact the Parish Clerk.

<p>FOR OFFICE USE ONLY</p> <p>Date received:.....</p> <p>Grant awarded:.....</p> <p>Amount:.....</p>
