

Braishfield Parish Council: Grant Awarding Policy

Adopted 3 May 2016

POLICY AND PROCEDURES FOR AWARDING GRANTS

INTRODUCTION

About The Grant Fund

- Every year the council issues a small number of grants to assist projects which will bring improvements to the community and its inhabitants, especially to those in most need.
- The parish council's grant fund is obtained from the precept, which is raised from the inhabitants of Braishfield via the council tax.
- There are legal restrictions on when the council may issue grants. It must have a power in law to make the requested grant:
 - a purpose which is in the interests of, or will directly benefit the parish or its inhabitants, or part thereof¹; or
 - a purpose which, under statute, the parish council is itself empowered to execute².

Contact The Clerk

- By telephone on: 07968 671604
- Email: clerk@braishfield-pc.org
- In writing by post to:
Braishfield Parish Clerk
c/o 2 The Square,
Braishfield Road, Braishfield
ROMSEY,
SO51 0PQ

Applicants should carefully read the Policy and Procedures before making an application for a grant

PARISH COUNCIL POLICY

- 1) The Council will set an annual budget for grants and will adhere to it rather than exceed it. The total amount of Grant money available may vary from year to year.
- 2) Requests for Grants will only be accepted for consideration provided that the Council's "Application for Grants" form has been completed and appropriate supplementary information provided.
- 3) Applicants will be required to attend the meeting to answer any questions councillors may have about the project.
- 4) Grants given will be from £20 to £1,200 and will not be made retrospectively.
- 5) Applications for grants of less than £200 can be made at any time but please submit your application to the Clerk at least 10 working days before a council meeting, to ensure that

1 Local Government Act 1972, Section 137

2 Various acts of parliament apply. Specific examples include contributions to Citizens Advice Bureau, maintenance of burial grounds; provision of entertainment / festivities; schemes to promote tourism; provision of various recreational facilities, provision and equipping of community centres.

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your application is placed on the agenda for the meeting.

- 6) Grant applications over £200 will need to be made prior to 1 November each year for consideration by the Council when preparing the budget for the following financial year.
- 7) The Council requires all recipients of Grants in excess of £200 to provide a written report of how the Grant money has been used within 12 months of receipt of the Grant. It may take the form of an annual report or set of accounts that clearly identify the manner of spending. The written report must be deposited with the Clerk to the Council, and hence becomes a document which members of the public have a right to inspect under the provision of Section 228 of the Local Government Act 1972 (as amended).
- 8) The Parish Council will not normally fund more than 50% of the cost of a project and evidence of other funding will be required (eg contributions from the district or county council/s, local business sponsorship, other fundraising events such as jumble sales etc).
- 9) In the event of there being more applications than the Council has budgeted for, the successful applications may be scaled down to fit the budget, rather than deleting applications which merit a grant.
- 10) Grant recipients may be requested to provide evidence of purchase.
- 11) Recipients may be asked to acknowledge Council support on stationery and promotional material.
- 12) The Parish Council will consider only one application for each project in any one financial year. However, an organisation may apply for funding for more than one project within a financial year.
- 13) If the organisation making the grant application owns or leases property which other bodies hire for use, the Council will expect them to demonstrate that they make a distinction between not-for-profit and for-profit hirers in the rates they charge (businesses should not be subsidised with public funds).
- 14) Organisations that do not have a child protection policy will, if deemed appropriate, be required as part of the conditions of grant aid to adopt a policy within 6 months of the receipt of the grant.
- 15) Extended Grants

Extended Grants ie grants that run over a period of more than one year will not normally be considered. However, in exceptional circumstances the Council may consider such an application which should be supported by a business plan or a service plan in respect of the period for which a grant is being sought. If you wish to make an application for an Extended Grant please contact the Clerk to the Council in the first instance to discuss the matter.

- 16) Factors the Council will take into account when considering a grant application
 1. Has the Parish Council the power to make this grant?
 2. Will all or part of the Parish or all or some of its inhabitants benefit from this grant?
 3. Has the applicant demonstrated some degree of fund-raising on a 'self help' basis?
 4. Has the applicant applied to other authorities/sources of funding?
 5. If the applying group employs paid staff is it a registered charity?

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GRANT APPLICATION PROCEDURES

1) General guidance

1. The Council will not normally make Grants to organisations outside the Parish, unless there are direct benefits to the Parish.
2. Applications should be made for 'one-off grants' (ie, applications for small capital items or 'one-off' projects should not result in recurring expenditure to the Parish Council).
3. Organisations employing staff must provide a full breakdown of staff and salaries.
4. Applicants will be expected to show a degree of fund-raising on a 'self help' basis.
5. When the council considers the grant application, the applicant will be required to attend the meeting to answer any questions councillors may have about the project.

2) Grant Application Form

Applicants must complete the Grant Application Form issued by the Parish Council and submit it to the Clerk to the Council, together with the appropriate supplementary information. Original signatures required please.

3) Payment of Grants

In the case of organisations/projects receiving a single grant from the parish council only they have the choice of a single one-off payment, OR the funding can be held by the parish council and released by the Clerk on an authorised request (ie authorised by the Chairman of Council and the Responsible Financial Officer).

In the case of organisations/projects in receipt of match funding of which the parish council is one of the partners/funding agencies, the parish council will pay its contribution against an invoice.

Note: The Parish Council has to conform to the requirements of VAT legislation applicable to Local Authorities

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GRANTS GUIDANCE for the Clerk and Members

- 1) A copy of the approved Policy and Procedures for Awarding Grants should be issued to all applicants together with the approved application form.
- 2) The Council should set an annual budget for grants (the total amount of Grant funding available may vary from year to year).
- 3) The Clerk will check grant application forms to ensure that all relevant information has been provided and the application complies with the procedures. A copy of the grant application should be issued to Members prior to the meeting at which the council is considering the application. (Members should have a copy of the approved Policy and Procedures when considering applications.)
- 4) The Clerk will notify applicants of the date of the meeting and request that someone attends to answer any questions the Members may have about the project.
- 5) The Council must consider and process the grant application in accordance with the agreed procedure.
- 6) Factors the Council will take into account when considering a grant application:
 - (a) Has the Parish Council the power to make this grant? (*The power used to be recorded in the Minutes if the application is approved*)
 - (b) Will all or part of the Parish or all or some of its inhabitants benefit from this grant?
 - (c) Has the applicant demonstrated some degree of fund-raising on a 'self help' basis?
 - (d) Has the applicant applied to other authorities/sources of funding?
 - (e) If the applying group employs paid staff is it a registered charity?
 - (f) What amount of funding is available in the grants budget?
- 7) The Clerk will notify the applicant in writing of the Council's decision.
- 8) The Clerk will introduce a procedure to follow-up approved applications to ensure that any conditions have been complied with prior to releasing funds.

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GRANT APPLICATION FORM

Braishfield Parish Council

Please read the Council's Policy and Procedures for Awarding Grants before completing this form.

You may use a continuation sheet if necessary

Name of organisation making the application:		
Name of person to whom correspondence should be addressed:	Address for correspondence:	
	Post Code:	
Payee for Grant Cheque:	Daytime Tel:	
Details of the organisation ie what does it do		Amount of Grant applied for:
What is the Grant for and who will benefit? (Give details of the project)		
Have you applied to any other body for a grant towards this project? (If yes, please give details)		
How else do you raise income? (Give details of subscriptions, fund-raising, contributions "in kind" etc)		
What age groups do you cater for?	Total Membership:	Are you a registered charity, if yes please provide your number?
Signature of Responsible Adult (eg Chairman, President, Leader)		For Parish Council use only
Date:		

You must attach the following to your application: Copy of: Last year's accounts, Minutes of your last AGM, current Constitution or Rules.