

# **Littlemore Parish Council**

## **Grant Awards Policy**

### **1. Introduction**

The following policy sets out how Littlemore Parish Council considers and grants awards.

The policy enables the Council to make an informed and fair assessment of grant applications, so that decisions on grant applications within the limited grant budget are fair.

The aim is to assist the continuing development a vibrant and active community, enhancing the range of activities and services available to Littlemore residents.

### **2. Power**

The Parish 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 Littlemore only.

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 '*A local authority may, subject to the provisions of this section, incur expenditure which in their opinion 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 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).

Section 137(4)(a) of the Local Government Act 1972 (the 1972 Act) for Parish Councils in England for 2018-19 is £7.86 per electorate (*NALC, L03-18, Section 137 Expenditure: Limit for 2018-2019*).

### **3. Policy**

- a) Grants are made to support constituted voluntary groups, charitable bodies and community organisations, or new organisations that wish to get established.
- b) Applications are only accepted from charitable or non-profit making organizations.

- c) Applications from organisations with substantial unallocated resources will not be considered priority for funding.
- d) Only ONE grant will be made to an organisation within a single financial year (1<sup>st</sup> April to 31<sup>st</sup> March). The provision of a grant in one year does not set a precedent for another year, nor does it preclude further grants in subsequent years.
- e) Organisations requesting funds for a building must provide evidence of security of tenure for a minimum of 7 years from the date that the grant is considered. Proof of adequate insurance through a reputable insurance company must be provided.
- f) This policy will be reviewed annually.

#### **4. What will not be funded?**

Grants will not be awarded to support:

- Individuals
- Activities that fall outside the financial year in which funds are awarded
- Activities that duplicate services already delivered within Littlemore
- Activities that operate outside of the Parish boundary, unless providing opportunities or a service to Littlemore residents
- Activities that could be reasonably be expected to be funded from other sources
- Projects that have already been completed
- Promotion or opposition to a party-political or religious activity or view
- Organisations where funds are sent to a central head office for redistribution

#### **5. Applications**

- a) Applications for grants up to and including £500 must be made by completion of the Council's official application form, submitted together with any accompanying documents to the Clerk to the Parish Council.
- b) If the Council considers that there are exceptional circumstances, it can decide to exceed the £500 limit, but only if the Parish grants budget is not exceeded.
- c) Grants cannot be awarded after the relevant activity has been completed.

## **6. Considering Applications**

The Parish Grants Working Party will consider individual applications to establish if:

- The application meets the Parish Council Grants criteria
- The application clearly identifies expected benefits and outcomes
- The application meets community need
- The application represents full or part costs of the project or activities
- The costs are appropriate
- The organisation is well managed
- The organisation will monitor and evaluate any funding allocated effectively
- The organisation has undertaken any other fundraising activities
- The organisation intends to apply for, or has already received any other sources of funding for the relevant financial year.

If the applicant has received funding in the previous year, the Council must be satisfied that the applicant has delivered that project, activity or service to a satisfactory level.

The Parish Grants Working Party will require a representative to attend a scheduled meeting to present their project and answer any questions that a Councillors may have in respect of their application.

The Parish Grants Working Party will submit recommendations to the next Full Council meeting where decisions will be made regarding responses to applicants and the amount of any funding (if any) to be awarded.

The Parish Council reserves the right to decline any application. The Council's decision is final. There is no opportunity for appeal.

## **7. Award of Grants**

Applicants will be informed of the decision of Full Council within two weeks of the Full Council meeting.

Awards will be paid by cheque to the organisation's bank account. Cheques will not be paid to individuals.

## **8. Grant Award Conditions**

Grant awards are awarded subject to following conditions:

- The grant must be used only for the purpose for described in the application
- If the grant is not used for purpose of which application was made, all monies must be returned to the Parish Council
- The proposed activities or project must be completed within 12 months. When funding has been allocated for a specific item of equipment, proof of

- purchase must be presented to the Parish Clerk.
- At the end of the project or twelve month period, recipient organisations must provide a written report identifying outcomes and community benefit
  - Recipient organisations must provide the Council with all such assistance as is reasonably necessary to enable the Council to comply with its requirements under the Freedom of Information Act
  - Recipient organisations are expected acknowledge the contribution made by the Council when arranging promotional activity or literature including press releases relation to the application
  - Recipient organisations must display the award certificate presented to them by Parish Council
  - The Parish Council will publish a list of successful applicants, including details of their proposed activities and funding awarded
  - Littlemore Parish Council reserves the right to recover the grant and/or equipment purchased if it has not been used for the purposes specified, the funding conditions are not met, or the organisation ceases to exist
  - Person(s) found to be acting dishonestly in making an application or spending the grant funds will be reported to the Police. The Council may press for prosecution.

## **9. Data Protection**

When signing the grant application form, the applicant/ organisation gives permission for Littlemore Parish Council to use the content to consider entitlement to a grant. The applicant/ organization must further agree in writing to information being held in accordance with the Parish Council's Privacy Policy.

This Policy was adopted by the Council at its Meeting held on Tuesday 13<sup>th</sup> November 2018.