

## **Bickenhill & Marston Green Parish Council**

### **Grant & Donation Awarding Policy**

#### **1. Introduction to Policy**

- 1.1. A grant/donation is a payment made by the Council to be used by an organisation for a specific purpose that will benefit the Parish, or residents of the Parish, and which is not directly or jointly controlled or administered by the Council. The Council awards grants/donations, at its discretion, to organisations which can demonstrate a clear need for financial support to benefit the Parish by:
  - 1.1.1. Providing a service;
  - 1.1.2. Enhancing the quality of life;
  - 1.1.3. Improving recreation and/or sports;
  - 1.1.4. Improving the environment;
  - 1.1.5. Promoting the Parish in a positive way.
- 1.2. Section 137 of the Local Government Act 1972 empowers local councils to make such grants/donations to voluntary bodies and charities, where no specific grant/donation making power exists in other legislation and where, in the Council's opinion, the grant/donation will benefit any part of its area or any of its inhabitants.

#### **2. Grant/donation Application Process**

- 2.1. The Parish Clerk 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.
- 2.2. Applicants will be required to complete an application form, available from the Parish Council Office. All questions on the application form should be fully answered and additional appropriate information, which supports an application, should be provided.
- 2.3. In addition to the application form, organisations will be required to provide the following supporting information:
  - 2.3.1. the names of members of any committee;
  - 2.3.2. a copy of their written constitution or details of their aims and purpose;
  - 2.3.3. full details of the project or activity for which the grant/donation will be used which should clearly demonstrate the need for the funding;
  - 2.3.4. an explanation as to how the grant/donation will be of benefit to the local Parish community including the proportion or number of beneficiaries living in the Parish;
  - 2.3.5. a copy of the previous year's accounts or, for new initiatives, a detailed budget and business plan.
- 2.4. The Finance & General Purposes Committee will be notified of all applications received and will review all valid grant/donation applications and make a recommendation to the Council. The Council will make the final decision on which grants/donations to award. All applicants will be contacted following the Council's decision.
- 2.5. Funds available are limited and guidance can be given to applicants by the Clerk where

required, although this is for guidance purposes only and is not an indication of support or of the actual funds available.

### **3. Conditions of Funding**

- 3.1. The applicant organisation must either be a non-profit or charitable organisation or operate in this spirit in the interests of the local community.
- 3.2. Grants/donations will not be made to projects that discriminate on any grounds.
- 3.3. Grants/donations will not be made to individuals.
- 3.4. Grants/donations will not be made retrospectively.
- 3.5. An organisation should have a bank account in its own name. Payment will be made to the named organisation.
- 3.6. The administration of and accounting for any grant/donation shall be the responsibility of the recipient.
- 3.7. All awards must be properly accounted for and evidence of expenditure should be supplied to the Council where requested. Where a grant/donation awarded exceeds £1,000 a report must be provided to the Council within twelve months of the date of the grant/donation. This may take the form of an annual report or set of accounts which clearly identify the manner of spending. This written report has to be deposited with the Parish Clerk. Applicants should be aware that this becomes a document which members of the public have the right to inspect under provisions of s.228 of the Local Government Act 1972. The Council may extend the reporting condition to other grant/donation recipients as part of the awarding process.
- 3.8. A public acknowledgement of any grant/donation awarded should be made by the recipient in a form agreed with the Clerk.
- 3.9. Only one application for a grant/donation will be considered from each applicant in any one financial year ending 31 March.
- 3.10. An ongoing commitment to award a grant/donation in future years will not be made. A fresh application will be required each year.
- 3.11. Each application will be assessed on its own merits.
- 3.12. The Council may make the award of any grant/donation subject to such additional conditions and requirements as it considers appropriate. The Council reserves the right to refuse any grant/donation application which it considers to be inappropriate or against the objectives of the Council.
- 3.13. Any grant/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/donation monies prior to it being spent or committed.
- 3.14. The Council reserves the right to restrict the amount of the grant/donation.
- 3.15. The Council may make the award of any grant/donation as it considers appropriate in the event of any unforeseen urgent event.
- 3.16. 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/donations to local or national organisations under the provisions of the Local Government Act 1972, Section 137.