

# COLERNE PARISH COUNCIL

## GRANTS POLICY

This is the Grants Policy Statement of COLERNE PARISH COUNCIL:

It is the policy of Colerne Parish Council to make grants to other groups and organisations from time to time, the discretionary power to do this being provided in law. Decisions to award grants may be made by the Council if eligibility criteria set out in this policy are met, but will be subject to funds being available and other competing demands.

The contribution made by many organisations and individuals to the well being of the local community is recognised by the Council as important to our society. The purpose of any grant or subsidy given by the Council is to support initiatives in the local community and to help create opportunities for its residents that are not otherwise funded by the Council as a matter of course.

Local Government legislation empowers a parish council to spend a limited amount of money for the direct benefit of its area or part of its area or all or some of its inhabitants. Each year, the Government sets out, through a formula approach, how much money a parish council can spend in this way, which is revised each year in line with price inflation indices. This amount is known as the 'free resource'. Part of this resource is set aside for the making of grants each year, with the remainder allocated by the Council for other eligible purposes.

### **ALLOCATION**

The Council may make either a one-off grant or a number of grants that may continue into successive years. In none of these cases should recipients consider that future funding is assured, and at no time will a commitment be given by the Council that funding will continue past the year end. However, the Council acknowledges The Wiltshire Compact, and undertakes to meet its obligations as far as reasonably practicable.

### **CRITERIA**

The following eligibility criteria will be used by the Council in coming to its decision. However, if other information comes to the attention of the Council, it may reserve its right not to make a grant award. Whilst a standard application form is not required, any applicant for a grant must make sure it explains:

1. How much is required, and how the amount of expenditure can be demonstrated as proportionate to the number of people who will benefit;
2. How the grant will benefit a group of people within the parish, with any supporting research or consultation evidence. An application cannot be made by, or for, an individual, or by bodies based outside the parish;
3. What the Grant is to be spent on, and how it will be accounted for. Evidence of a bank account requiring at least two signatures to operate will be required. A grant cannot be spent on publicity, unless it is incidental to the main purpose of the grant;
4. What the total expenditure on the project is likely to be, with a breakdown of significant cost headings, and what other sources of income are being sought in addition to the Grant;
5. What the aims and objectives of the organisation making the application are. Applications from religious groups will not be eligible, unless it can be shown that the project benefit will be openly accessible to all, whatever their beliefs.

The Council will not make grants to:

1. Organisations intending to support or oppose any particular political party or to discriminate on the grounds of any protected characteristic in the Equalities Act 2010;
2. Private organisations operated as a business to make a profit or surplus;
3. Upward funders (local groups whose fundraising is sent to their central HQ for redistribution);
4. Professional fundraisers;
5. Projects that are already completed;
6. Churches, Schools and Health establishments that have certain restrictions in law. Further advice is available from the Clerk if required;
7. Organisations or groups which are not financially sound. Two years of accounting records, independently verified, must accompany the application. For new groups, evidence of how accounting will be provided during the project must be given.

## **TIMING**

The Council will accept applications throughout the year. However, there is a limited budget and approved allocations will be made on a first-come first-served basis.

As the budget is first drafted in December of the financial year before, it is important to discuss with the Clerk if you have a significant requirement that may impact on the level of precept to be levied within the Council Tax regime.

## **REPORTING**

The Council may impose a condition on a grant award requiring the recipient organisation to make a report on how the money was spent, either at the conclusion of the project or at intervals.

The Council may require the organisation to acknowledge the Council's support in any publicity generated by the project.

## **APPLICATIONS**

As there is no formal application form, potential applicants should contact the Clerk to the Council in the first instance to discuss their proposals and how a suitable application might then be framed. The emphasis is on proportionality to the circumstances, with applicants recognising the need for the Council to ensure appropriate stewardship of public funds.

The Council welcomes and encourages applicants to attend the meeting at which the application will be heard, in order that councillors can meet them and seek any clarification arising from the material presented. The decision as to whether a grant should be made, and for how much, will be confirmed in writing to the applicant as soon as practicable by the Clerk.

Date created:

Date for review:

Author:

Clerk to the Council