



# Shenley Church End Parish Council

<b>Shenley Church End Parish Council</b>	<b>Grants Policy SCEPC-01Grant Version 01</b>
<b>Author:</b>	<b>Jane Munn</b>
<b>Recommended By:</b>	<b>Jane Munn</b>
<b>Approved By:</b>	<b>Full Council</b>

## Grants Policy

<b>Version</b>	<b>Date Adopted</b>	<b>Minute Ref</b>	<b>Review Date</b>	<b>Changes Required</b>
1.0	06/2020	20045		Updated Policy

## **1. Background**

**1.1 Local Government Act 1972, s111**, empowers a Parish Council 'to do anything... which is calculated to facilitate or is conducive or incidental to the discharge of its functions'. Therefore, the Parish Council can lawfully award grants which relate to its statutory powers.

**1.2 Local Government Act 1972, s137** permits the Parish Council to spend money for which there is no other specific statutory power. The amount a Parish Council can spend under this power is limited to a prescribed amount per year which is set by the Government. However, the amount made available for any grants will be substantially less than this amount.

## **2. Objectives of Parish Grants**

**2.1** The primary objectives of awarding any grant are:

- To assist and promote local voluntary, charitable and community groups
- To provide opportunities to residents to benefit from education, sports, recreation, culture, art, history, health and wellbeing
- To help strengthen the local communities
- Ensure the grant(s) provide good value
- Ensure all sections of the community could benefit

## **3. Funding Budget**

**3.1** The Parish Council agrees a budget each financial year for grant applications

**3.2** Current year's grant budget is not indicative of the budget for future years

**3.2** The level of grant awarded is at the sole discretion of the Parish Council

**3.3** The right to refuse any grant application which is considered to not meet the objectives or considered inappropriate is at the sole discretion of the Parish Council

**3.4** The Parish Council has the right to request any allocated grant returned if:

**3.4.1** The funds have not been spent within 12 months of receipt

**3.4.2** The funds are not used for the project detailed on the application form

## **4. Eligibility**

**4.1** For a grant to be considered the following criteria must be met:

**4.1.1** The application must be from a non-profit charity, voluntary or community organisation

**4.1.2** The application must demonstrate how the funding will directly benefit parish residents

**4.1.3** The application must be submitted prior to the event. Retrospective requests for funding will not be considered

**4.1.4** No other successful grant application has been made to the Parish Council in the last financial year (the financial year runs from 1 April – 31 March)

**4.1.5** The organisation must have a bank account

## **4.2 Applications will not be considered from:**

- 4.2.1** An individual applicant
- 4.2.2** An application that will result in funds being redistributed to other areas
- 4.2.3** Organisations looking to build up reserves
- 4.2.4** Organisations that intend to support or oppose a political party
- 4.2.5** Organisations that intend to discriminate against the 9 protected characteristics within the Equality Act 2010 (age, disability, gender reassignment, marriage & civil partnership, pregnancy & maternity, race, religion & belief, sex, sexual orientation)

## **5. Applying for a Grant**

- 5.1** Grants will be considered at full Parish Council meetings in June, September, December and March. All applications must be received by the 28<sup>th</sup> day of the month prior to the meeting
- 5.2** The application form must be completed in full, and all required documentation provided
- 5.3** The Parish Council reserves the right to delay a decision to the following month if further information is deemed necessary
- 5.4** The Parish Council reserves the right to attach conditions to the awarding of any grant
- 5.5** Applicants will usually be informed of the decision within 1 week of the meeting

## **6. Receiving a Grant**

- 6.1** Grants will be paid by Bank Transfer only to the successful group's bank account. No payments will be made to individuals
- 6.2** Groups must acknowledge receipt of the grant within 14 days of the funds being transferred, by email or letter, signed by the nominated contact
- 6.3** An article for the Parish Newsletter must be provided within 1 month of the funded activity/event/purchase having taken place. This may also be used by the Parish Council at events to highlight the variety of grants awarded
- 6.4** Receipt of a grant does not pass any responsibility for the project it is supporting to the Parish Council, nor does it constitute any formal partnership between the organisation and the Parish Council
- 6.5** If requested, recipients must be able to provide evidence on how the grant was spent
- 6.6** Recipients must acknowledge the support received from the Parish Council in any publicity or advertising they undertake for the grant project