

WESTON PARISH COUNCIL – GRANTS AND DONATIONS POLICY

This document sets out the parish council's policy and procedure for grant and donation making.

The parish council's aim is to ensure that all our ward-making activity is:

Open
Transparent
Fair
Competitive
Supports local organisations

Our yearly budgeting process is completed in November/December and offers for the following financial year cannot be made until council approves the budget estimates. Our awards are open to established voluntary or community groups, as well as new or informal groups of parishioners who are or intend by the date of the application to become formerly constituted.

PARISH COUNCIL POWERS and SECTION 137

A parish council has a number of powers granted under various Acts of Parliament which enable it to spend money.

In addition, if a council lacks a particular power it may consider the use of the statutory power of Section 137 of the Local Government Act 1972, which permits it to spend *up to a certain limit* on anything which in the opinion of the council is in the interests of the parish, or any part of it, or is in the interest of all or some of its inhabitants.

This amount is limited to a figure per head of the electorate on the electoral role on 1st January before the commencement of the financial year. The figure is index-linked.

The parish council has no obligation to spend all or any of the money available under S.137. This money is not "gifted" to the parish council; it forms part of the Precept which the parish council makes on the District Council. The cost of any grants or donations is therefore reflected in residents' council tax bills.

WHO IS ELIGIBLE TO APPLY?

To be eligible for the award of a grant under Section 137 an organisation must:

Be established for charitable, benevolent, social, cultural, recreational or philanthropic purposes

Have a constitution, or set of rules, which define its aims, objectives and operational procedures

Be able (if requested) to provide a copy of its latest annual accounts and/or most recent bank statement. Accounts are to be audited and signed by a person independent of the group

Have a bank account operated by a minimum of at least two joint signatories

WHAT CAN BE FUNDED?

The project should be something that makes the local community a better place in which to live, work or visit

It should benefit people who live in the parish

There must be clear evidence that the local people support the project and are involved in carrying it out

Applications do not have to be from groups that already exist

Each group may only make one application per financial year

Applications will be considered for day-to-day running costs and individual running costs and individual projects

THE FOLLOWING ARE NOT ELIGIBLE

Support for individuals or private business projects

Projects that are the prime statutory responsibility of other government bodies

Projects that improve or benefit privately owned land or property

Projects that have already been completed or will have been by the time the grant is made

CONDITIONS OF SUPPORT

The council may make the award of any grant subject to all or some of the following conditions. Required conditions will be at the discretion of the council and take into account the organisations individual circumstances

In order to fully understand your project or activity the parish councillors may wish to visit your project or activity, prior to the project or activity commencing. They may also wish to conduct a site visit once your funded project is underway.

As a minimum you will write to confirm receipt of the cheque for audit purposes, or as the cheque is handed over you will sign a form or receipt at the same time.

Funding must only be used for the purpose agreed with the parish council and if the monies are not spent on the items agreed they must be returned.

Funding must be spent within the financial year awarded and cannot be added wholly or partly to your reserves

If your project costs are more than anticipated on your application, any shortfall must be met by you – Weston Parish Council will not be in a position to make up any shortfall.

The need to provide evidence of expenditure (receipted invoices) to the Clerk of the Council on completion of your project will be discretionary – based on the amount given and the purposes given. (If required, this evidence of expenditure should be equal to, or more than. The total of the amount of the grant detailed in the application).

Any unused funds at the end of the financial year in which the grant is paid out must be returned to Weston Parish Council.

You must acknowledge Weston Parish Council's support in all publication, publicity and annual reports.

You should show the funding awarded separately in your published financial accounts and Weston Parish Council should have access to your financial records, on request, where appropriate.

A representative of your organisation should give a report at the Annual Parish Meeting (held on an evening between March and May each year) on how you spent the money and if appropriate how your project went.

WHEN TO APPLY

The parish council prepares its annual budget during November/December. **The organisation should apply before 31st October** in time to be considered for the main bids. Any award granted would become available for payment after April the following year.

This is a competitive process against other bids and the quality of each bid is important.

All groups will be treated equally. If an organisation has had a grant previously, they are not guaranteed to receive financial support again but are not excluded from applying again. A fresh application will be required each time.

Whilst ad-hoc requests can be made at any time, there is no guarantee that any funds will remain available.

Any unused funds will be rolled over into the next financial year.

HOW WILL DECISIONS BE MADE?

All bids will be judged after the closing date. The decisions will be made by Weston Parish Council. The Council's decision is final. Unfortunately we may not be able to fund all projects as there may be more applications than there is money available, however all applications will be considered carefully. Due account will be taken of the extent to which funding has been sought or secured from other sources or own fund-raising activities.

HOW TO APPLY

Please apply in writing to the Clerk. An application form is attached or can be downloaded from the parish council website.

WESTON PARISH COUNCIL

APPLICATION FORM FOR S137 GRANTS AND DONATIONS

Name of Organisation	
Address of Organisation	
Contact name	
Position in Organisation	
Telephone Number	
Is the Organisation a Registered Charity If Yes give Charity Number	
Please Answer the following What would the Grant be used for How would it benefit the Parish Total Cost of Project Total amount Requested Are you applying to other Organisations if so who Have you received any other funding if so give details	

Signed

Name (In Capitals)

Please email your completed application to
westonpc@outlook.com

or post to Weston Parish Council, 30 Broadgate Weston Spalding Lincolshire PE12 6HY

Grant Application authorised / declined at meeting held on

/ /

Minute ref :