

Durleigh Parish Council

Grants & Donations Policy

1. Introduction

- 1.1. Durleigh Parish Council is committed to supporting a vibrant and thriving local community, with the wellbeing of residents at the heart of services and activities on offer.
- 1.2. As a Parish Council, we have statutory powers to make grants to local charities and groups. The purpose of such grants is to provide financial support to the wide range of organisations providing or developing services or activities around the parish.
- 1.3. Durleigh Parish Council will set a yearly budget for grants and donations during its annual budget-setting activities, prior to the commencement of each financial year.
- 1.4. The Council understands that it is responsible for public funds and the distribution of these funds needs to be properly managed. The awarding of grants is taken very seriously by the Council, and each application will be carefully reviewed before a decision is made.
- 1.5. This policy relates to the giving of awards under the Council's Grant & Donation Scheme and is not applicable to other forms of financial support which may be given.

2. Our Grants & Donations

- 2.1. Grants and donations awarded will be in line with the Council's policy of supporting the local community and making a contribution to the life and well-being of the parish. All applications should clearly define the benefits of their project to local people.
- 2.2. Grants and donations applications will be considered on receipt and discussed at the next Parish Council meeting.
- 2.3. Applications must be made in writing and can be received by post or electronically, by email.

3. Eligibility

- 3.1. Applications are welcomed from local groups, organisations or partnerships seeking a financial contribution towards the costs of providing specific activities or services wholly or principally for the benefit of parish residents. General funding for day-to-day management of a particular group will not qualify.
- 3.2. Organisations applying for a grant must be operating on a voluntary, charitable or 'not for profit' basis.
- 3.3. Grants and donations can only be applied for where the project or activity has yet to take place. Retrospective funding will not be considered for costs incurred prior to the grant application.
- 3.4. Generally, the organisation applying for funding will be expected to contribute to the service or activity for which the grant is being requested. There will be occasions however, based on the individual merit of an application, where the full costs will be met by a grant.
- 3.5. Awards will *not normally* be made to:-
 - Projects whose primary objectives is to campaign or lobby;
 - Individual rather than group applicants;
 - Local branches that could be funded by their national or umbrella body or send funds raised to their umbrella body for general purposes;
 - Organisations who have already received a grant in the current financial year;
 - Groups with considerable financial reserves of their own.

Any exceptions to these guidelines will be based on the individual merits of the application.

- 3.6. Awards will not be made to:-
 - Commercial enterprises set up to generate profit;
 - Those supporting party political issues or opposing a political party;
 - Groups or activities which appear discriminatory in nature;

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- Activities that are not lawful or risk disrepute to the Council;
 - Groups which are not considered financially viable;
 - Groups which previously benefitted from a grant where monies given were not spent for the purpose provided;
 - Health, education or welfare organisations whose services should be provided by statutory funding.
- 3.7. Applications from religious groups will be considered where a clear benefit to the wider community can be demonstrated, irrespective of religious belief. Compliance with this requirement will need to be demonstrated throughout the project.
- 3.8. Applications from education, health or social services establishments may be considered where the organisation can demonstrate that it is working in partnership with other groups and where there are benefits to the wider community.

4. Submitting Applications

- 4.1. Applications must be made in writing to the Parish Council. Both paper and electronic applications are acceptable.
- 4.2. The applicant must state clearly their organisation's aims and objectives.
- 4.3. Supporting documentation must be included before any application can be considered, including relevant accounting statements if requested.
- 4.4. The applicant must state if the organisation has applied for funds elsewhere, and if known, the outcome of this application. The Council must also to be informed of any fund-raising activities being carried out / planned by the applicant.

5. Assessment Criteria

- 5.1. Grant applications will be assessed with reference to the following criteria, which are in no priority order:-
- The application is submitted in line with the Council's policy;
 - Funding will fill gaps in provision of services or facilities;
 - The project to be funded has to be viable;
 - The need for the service or activity being funded is clearly demonstrated;
 - The grant should benefit residents of the parish.

6. The Council's Decision

- 6.1. Durleigh Parish Council will ensure openness and transparency when awarding its grants.
- 6.2. Grant/donation applications will be reviewed on receipt and taken for formal approval at the next full Council meeting.
- 6.3. Grant/donation applications will be circulated in advance of meetings but no decision will be made prior to the meeting.
- 6.4. Councillors must clearly declare any interest associated with a grant/donation application prior to the decision being discussed.
- 6.5. Grant/donation applicants, or an alternative representative of their organisation will be invited to attend the council meeting where their application will be considered.
- 6.6. The applicant or representative will be offered the opportunity to speak in support of the application, under the Public Speaking agenda item, prior to the grant/donation being decided.
- 6.7. Approval of the grant/donation by full Council will require a proposal which must be seconded. A vote by show of hands will then be taken. Applications require a simple majority vote to be approved. Where the vote is tied, the Chairman will have the deciding vote.

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- 6.8. Recommendations / resolution for grants/donations will be recorded in the minutes of the council meeting.
- 6.9. A letter confirming the grant, stating the amount awarded will be sent to applicants within 5 working days of the council meeting.
- 6.10. Where a grant has been declined, a letter will be sent to the applicants within 5 working days of the council meeting. Reasons why the grant has not been approved will be given so that organisations understand why they have not been successful.
- 6.11. Where further information is required, or a grant has been declined for reasons relating to the actual application, the grant may be re-submitted once the shortcoming has been addressed.
- 6.12. The decision of the Council is final. There is no right of appeal for a grant which has been declined based on its merits.

7. Payments

- 7.1. Payments will be made within 5 working days of the council meeting, unless alternative arrangements are agreed.

8. Grant Conditions

- 8.1. Durleigh Parish Council expects organisations which benefit from a grant to:-
 - identify any assets purchased through the grant as being acquired with the assistance of a grant from the Parish Council;
 - Allow appropriate site or project visits by representatives of the Council, subject to reasonable notice being given;
 - Provide receipts or proof of expenditure subject to reasonable notice being given;
 - Notify the Council immediately if the intended project is amended in any way;
 - Have a full set of risk assessments for the activities to be carried out, where appropriate;
 - Have Public Liability Insurance to cover services and activities to be provided, where appropriate.
- 8.2. Durleigh Parish Council reserves the right to reclaim the grant in the event of it not being used for the purpose specified on the application, or within a reasonable timeframe.
- 8.3. Durleigh Parish Council reserve the right to recoup any equipment provided by the grant should the organisation cease to exist within three years of the grant being paid.
- 8.4. Organisations that receive a grant will be required to agree an appropriate public acknowledgement of the Parish Council's contribution.

9. Promoting the Grant Fund

- 9.1. The council will publish on their website, after the budget for grants and donations has been set (approx. January), inviting groups to apply for funding which will be available for payment from 1st April each year.
- 9.2. The council will publish on their website which groups have received a grant/donation, what for, and the monetary value of the award.
- 9.3. Successful applicants will be invited to return to council meetings, or to provide a written statement setting out what was achieved by the service or activity which received council funding.
- 9.4. Successes will be promoted by either party via appropriate web-sites, the press and social media.

10. Policy Review

- 10.1. The Grants Policy will be reviewed annually, including the amount of the grant fund.