

SOUTHWATER PARISH COUNCIL

GRANT POLICY



Produced: July 2022
Revised: January 2023
Updated: April 2023
Approved: Full Council Meeting of 18th January 2023

INDEX

Contents

1. Introduction	2
2. What and Who is Covered by the Policy?.....	2
3. Legal Framework.....	2
4. Policy Statement	2
5. Application Process.....	3
6. Grant Conditions	4
7. Appendix – Grant Application Form.....	5

1. Introduction

- 1.1. Southwater Parish Council recognises the hard work of the many local organisations that help improve and enhance the community. The Parish Council is committed to supporting such organisations in their work.
- 1.2. This policy sets out the process for applying for a Community Grant and explains the criteria the Parish Council will use in assessing applications.
- 1.3. The Parish Council is committed to being open and transparent and will follow the recommended best practice contained within The Government Transparency Code 2015 by publishing a list of amounts awarded on an annual basis.

2. What and Who is Covered by the Policy?

- 2.1. The policy covers all Community Grant awards, which are defined as ‘payments made by the Parish Council to be used by an organisation for an activity or service (not directly controlled or administered by the Parish Council) in the furtherance of the well-being of the community’

3. Legal Framework

- 3.1. Under the Localism Act 2011, the Parish Council declared itself eligible for and subsequently adopted the General Power of Competence at its Annual Meeting of the Parish Council in May 2019. This, in essence, removes the financial limit and restrictions on grant awarding, although the assessment criteria for S137 remain a useful benchmark against which to assess applications.

4. Policy Statement

- 4.1. Organisations are eligible to apply for a Community Grant if they meet the following criteria:
 - a) They are a local charitable or non-profit making organisation, providing services or carrying out activities or projects that directly benefit the community.
 - b) In the case of a regional or national organisation, where they can demonstrate that the funding will be ringfenced or use specifically to benefit the community
 - c) The amount of funding is commensurate with the benefit provided to the community

- d) The work of the organisation and the funded activities or services complement the values and aims of the Parish Council*
- e) Applications may be for running costs, capital expenditure or to encourage new projects

4.2. The Parish council will **not** consider applications from the following:

- a) Individuals or businesses
- b) Political groups
- c) Activities that do not complement the values and aims of the Parish Council
- d) Retrospective requests for projects, activities or services which have been completed.
- e) Organisations which have a disproportionately high level of uncommitted reserves
- f) Projects/services which cannot demonstrate a direct benefit to the community.

[*https://www.southwater-pc.gov.uk/business-plan](https://www.southwater-pc.gov.uk/business-plan)

5. Application Process

- 5.1. All applicants will be required to complete the Community Grant Application Form. This will be available through download from the Parish Council Website or by contacting the Executive Officer.
- 5.2. Applications must be completed in full and returned to the Executive Officer, either electronically (enquiry@southwater-pc.gov.uk) or in paper form, along with all requested documents to be considered. An incomplete application, or one missing requested supporting document, will be returned to the applicant for completion.
- 5.3. Applications will be considered at meetings of the Finance & General Purposes Committee, which the public have a right to attend. Applicants may attend the meeting and speak in support of their application, or answer any questions raised by the committee members.
- 5.4. Once the agreed Community Grant annual budget has been spent for that particular financial year, any subsequent Grant applications will be declined, and applicants will be invited to apply in the next financial year. In exceptional circumstances, the Finance & General Purposes Committee may recommend approval of an application after the budget has been exhausted, but agreement of this shall be at a meeting of the council.
- 5.5. Applicants may apply only once each financial year (1 April to 31 March). A successful application in one financial year does not guarantee agreement for future years. Whether successful or not, all applicants may apply again in subsequent years.

- 5.6. Applications will be considered twice yearly in April and October. Ideally, therefore applications should be submitted to the Executive Officer no later than the end of the preceding month (at least 14 days prior to the Finance and General Purposes Committee meeting) with the information set out in the policy above using the Council's application form.
- 5.7. Grants made under this policy, considered by the Council, are to be made from approved allocated budget for the current financial year or any relevant earmarked reserves balances.
- 5.8. The Executive Officer of the Council will inform the applicant of the Council's decision and arrange payment if the grant is successful or an explanation if the grant is unsuccessful.
- 5.9. Any councillor with a disclosable pecuniary or non-pecuniary interest associated with any Community Grant application will be excluded from the discussion and decision on whether to agree to the request.

6. Grant Conditions

- 6.1. All successful applicants will be required to include reference to the financial support provided by the Parish Council on all promotional material for a supported activity or service, and through the organisation's website.
- 6.2. Grants will be accepted/approved at Southwater Parish Council's discretion.
- 6.3. Community Grants may only be used for the purpose(s) stated on the application form. If an organisation wishes to vary how the awarded amount is spent, it must seek approval from the Parish Council in writing.
- 6.4. Successful applicants that receive a grant must submit a report within one year of the award date detailing how the grant has been used and the respective project costs. The report may include photos (if relevant to the project and use).
- 6.5. If an awarded amount has not been used within one year of the award date (unless the Parish Council has agreed an alternate spending deadline), the unused amount will be returned to the Parish Council.
- 6.6. Organisations will be required to return an awarded amount if they close, or if a project or service funded by the Council is not satisfactorily provided.
- 6.7. The Council reserves the right to refuse any grant application, or offer an alternate amount to that originally requested.

- 6.8. Organisations are solely responsible for ensuring they comply with all applicable statutory and other legal requirements. In awarding a Community Grant, the Parish Council accepts no liability for any non-compliance by the organisation.

7. Appendix – Grant Application Form

To enable the Parish Council to make this assessment, please provide as much information as possible to support your application.

Applications for Grants should be submitted at least 14 days before a meeting of the Finance & General Purposes Committee in April and October so that applications can be included on the agenda for consideration. Any applications received after this deadline will be carried forward to the next meeting in accordance with this policy.

Any unspent grant should be returned to the parish council.

Contact details			
Name			
Position held in the organisation			
Organisation Address			
Telephone	Home	Business	Mobile
Email			
Data Protection Act	<p>All the information you enter on the application form will be stored and held in accordance with the Data Protection Act 2018. This information will be used by Southwater Parish Council for analysing and recording grants. Your personal data will not be made public, but the name of your organisation will be displayed on our website, along with the details of the grant awarded.</p> <p>Please mark the box to confirm. <input type="checkbox"/></p>		
Organisation/group Details			
Name of the organisation/group			
Where does the organisation meet?			
What are the aims of the organisation?			
How do these aims benefit the economic, environmental and/or social well-being of residents of the Parish of Southwater? <i>Please provide specific detail as to how the grant will directly benefit the residents of Southwater.</i>			

<p>Approximately how many Southwater Parish residents will benefit from the grant? (Please give a realistic figure and explain in words)</p>		
<p>What group of Southwater Parish residents will benefit from the grant?</p>		
<p>Is it a registered charity?</p>	<p>Yes / No</p>	<p>Registered charity number</p>
<p>Please tell us the amount that you are applying for and how the money will be spent. Please provide as much supporting information as you can.</p>		
<p>Amount</p>	<p>£</p>	
<p>How the money will be spent?</p> <p><i>Please provide a complete breakdown outlining items and services for the project or purpose.</i></p>		
<p>Attach copies of quotes or other relevant documentation</p>		
<p>Please provide a copy of your latest accounts, including but not limited to, profit & loss statement, income & expenditure, reserves, balance sheets, assets & liabilities</p>		

What is the organisation's estimated income and expenditure for the year?	
Have you applied for any other grants in this financial year? Please provide details.	
Bank Details If Grant approved can be paid directly.	Bank Name:
	Account Number:
	Sort Code:
	Account Name:
Please return the completed form, together with supporting information, to: Executive Officer, Southwater Parish Council Beeson House, 26 Lintot Square, Fairbank Road, Southwater, RH13 9LA	
Signed	
Name	
Position in the organisation	
Date	