

Shaw & Crompton Parish Council



Grants and Donations Policy

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Section 1 POLICY STATEMENT

This document sets out the Parish Council's policy and procedure for the awarding of grants and donations.

The Parish Council's aim is to ensure that all our award-making activity is:

- open
- transparent
- fair
- competitive

Our yearly budgeting process is completed in 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 local groups who are or intend by the date of application to become formally constituted.

Section 2 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 or all or some of its inhabitants.

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 principal authority. The cost of any grants or donations is therefore reflected in residents' council tax bills.

Section 3 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

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- be able to provide a copy of its latest annual accounts and/or most recent bank statement. Accounts are to be checked and signed by a person independent of the group
- have a bank account operated by a minimum of at least two joint signatories

Section 4

WHAT IS ELIGIBLE FOR FUNDING?

- 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 local people support the project and are involved in carrying it out
- each group may only make one application per financial year
- applications will be considered for day-to-day running costs and individual projects

Section 5

WHAT IS NOT ELIGIBLE FOR FUNDING?

- 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
- political activities

Section 6

CONDITIONS OF SUPPORT

The Council may make the award of any grant or donation subject to all or some of the following conditions. Required conditions will be at the discretion of the Council and take into account your organisation's individual circumstances.

- In order to fully understand your project or activity, 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 grant/donation for audit purposes.
- 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.

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- If your project costs are more than you anticipated on your application, any shortfall must be met by you – the 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 to 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 on your application.)
- Any unused funds at the end of the financial year in which the grant is paid out must be returned to the Parish Council.
- You must acknowledge the Parish Council's support in all publications, publicity and annual reports.
- You should show the funding awarded separately in your published financial accounts and the Parish Council should have access to your financial records, on request, where appropriate.
- A representative of your organisation should give a report to the Parish Council on how you spent the money and if appropriate how your project went.

Section 7

WHEN TO APPLY

The Parish Council operates a **small grants scheme**, where an award can be up to a maximum of £500. However, in exceptional circumstances and at the Council's discretion, this amount may be exceeded.

All applications are considered at the Events, Promotions and Grants Committee meetings which take place approximately 8 times throughout the financial year (April – March). Meeting dates are published and applications for a grant must be received by the Clerk at least one week before the meeting.

In relation to **donations**, organisations should write/apply to the Parish Council by the end of November in time to be considered for inclusion in budget estimates for the following year at the Council's discretion. Therefore, any award granted by the Events, Promotions and Grants Committee would become available for payment after April the following year.

This is a competitive process against other bids. The quality of each bid is important and must comply with the eligibility criteria detailed in Sections 3 and 4 of this policy.

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.

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Section 8

HOW TO APPLY

For an application form, please contact the Clerk via

- the postal address of **Shaw & Crompton Parish Council, 1 Kershaw Street East, Shaw, Oldham OL2 8AB**
- email clerk.shawcrompc@btconnect.com
- telephone **01706 847590 / 07436 229083**

Section 9

HOW WILL DECISIONS BE MADE?

All decisions will be made by the Parish Council's Events, Promotions and Grants Committee whose decision is final and there is no right of appeal. 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.

This policy was agreed and adopted by Shaw & Crompton Parish Council at its meeting on

Date 28 July 2020

Signed *Ken Berry*

Councillor Ken Berry
Chairman, Shaw & Crompton Parish Council