

Fulford Parish Council

GRANT AWARDING POLICY AND PROCEDURE

This policy was adopted at the Fulford Parish Council Meeting held on 11 February 2020

AIMS AND OBJECTIVES OF FULFORD PARISH COUNCIL

1. Introduction

Fulford Parish Council welcomes and values the activities of local voluntary and community groups and their contribution to the well being of its residents. The Parish Council wishes to support activities and causes which make a positive contribution to the parish of Fulford that cannot be funded through other means. The Parish Council has a relatively small budget dedicated for the award of grants in each financial year which is entirely dependent on the Parish Council's financial position in that year. Fulford Parish Council awards small grants within its annual budget, at its discretion to organisations which can demonstrate a clear need for financial support to carry out a proposal which benefits the Parish. Moreover, the Parish Council reserves the right to refuse any application at its discretion. This could include proposals which it considers to be inappropriate, not in the best interest of (some of) its parishioners or against the objectives of the Parish Council.

2. Legal powers

The Parish Council can only award grants using its statutory powers. Where there is no statutory power the Parish Council may use Section 137 of the Local Government Act 1972 to give grants to community organisations, provided it is 'in the interests of or will directly benefit the area or its inhabitants, or part of it, or of some of it'. If the benefit is only for part of the area or part of the inhabitants, 'the direct benefit should be commensurate with expenditure'. This power may only be used if the grant will benefit some or all of its electors and will be commensurate with expenditure incurred. In other words, if the expenditure does not fall within certain categories, the law does not allow the Parish Council to spend above a fixed amount per parishioner benefitting from the grant.

The grant needs to be in the interest of the parish and the local community. If it is only benefitting some of its local residents, this is to be reflected in the grant awarded.

3. Proposals must benefit the parish and must fall within the following objectives:

Providing a service within the parish that meets the priorities, aims, objectives and criteria below

- Enhance the quality of life in the parish
- Improve the environment of the parish
- Promote the parish in a positive way

The principal aim of the Parish Council is to work for the benefit of the local community and any grants will need to meet this aim.

PRIORITIES

4. The Parish Council will assess grant requests using the following priorities:

- The extent to which the grant meets the needs of the community and provide a positive benefit to its inhabitants.
- Is the grant for a project within the legal powers of the Parish Council?
- Whether the proposal provides accessibility for all.

- How many local residents will benefit. The number of residents that will benefit from the proposal and what proportion this forms of residents within the parish as well as the proportion of local members compared to the total number of members who will benefit from a grant to the organisation requesting funding.
- If the proposals do not benefit the whole community, whether the group has considered the impact on the whole local community and whether consultation was carried out.
- Cost effectiveness of the proposals.
- Duration of the grant.
- The level of contribution that is provided by the group themselves and/or the extent of match funding.
- The need for the grant. Can the organisation carry out the proposal without financial support from the Parish Council?
- No statutory duty exists upon other local or central government to fund the proposals.

All applications will be judged on their own merits; particular importance will be given to the group clearly demonstrating how the project meets the aims and objectives of Fulford Parish Council, that there is a need for the project as well as the need for financial support.

CRITERIA

5. Groups and organisations within the parish that can apply for grant funding:

- Voluntary sector
- Community initiatives
- Residents' association
- Village hall
- Sports and other clubs
- Friends of schools groups/ Parent Teacher Associations

6. Groups outside the parish that can apply for grant funding:

Those outside the parish are eligible to apply only if they can demonstrate a direct benefit to the area and the residents of Fulford Parish. Any grant will need to be weighed against the benefit to the local community.

7. Grants cannot be given to:

- Individuals
- Organisations that operate as a business to make a profit or surplus
- Religious organisations, unless a clear benefit to the wider community can be demonstrated irrespective of their religious beliefs. For example, a church hall that is in use for the wider community may be eligible for a grant as long as the other criteria and conditions are met.
- Political organisations
- National organisations
- Schools unless there is a benefit for the wider community.
- Organisations that discriminate on the grounds of race, religion or other protected characteristics.

8. Requirements for the group or organisation

The group needs to have:

- A constitution
- A management committee consisting of volunteers
- A bank account (or a sponsor organisation who can hold the money on their behalf)

9. Other criteria

- A grant is given for a single year. Monies will not be awarded for ongoing costs. However, a new application can be made every year. Grants will not be awarded for staffing costs and labour charges and normal running costs. The scheme will support both capital and revenue projects. Any previous grants to any organisation are taken into account before awarding further grants.
- Groups can apply once per year but may bid for a number of elements of a project in the application.
- Groups will be expected to contribute some of their own funds to the project. Alternatively, the Parish Council would need to see evidence of match funding through a different grant.
- Where match funding is being sourced outside the parish, the Parish Council will need evidence of such funding having been secured prior to paying the grant.
- Retrospective applications (ie for projects already completed) will not normally be allowed. Exceptions may be made at the discretion of Fulford Parish Council if extra-ordinary circumstances exist.

All grant funding awarded is conditional on the grant having been spent on the purposes for which it was awarded. Moreover, the Grant funding needs to be spent within 12 months of the grant having been awarded. If these conditions are not met, the grant will need to be returned. The organisation can request for the period to be extended but such a request needs to be made before any expenditure is incurred. The Parish Council will in this case assess the revised application against its criteria and other applications that have been received and any decision is at the discretion of Fulford Parish Council.

DETAILS OF THE APPLICATION AND AWARDING PROCESS

10. Groups need to apply for a grant using the attached Grant Application Form.

Groups will be expected to supply documentation to prove that it meets the criteria for a grant including the following accompanying documentation:

- Details of the organisation.
- Details how the proposals will benefit the parish.
- Details of the proposal including a breakdown of the forecast of costs. If applicable, quotations related to the cost forecast will need to be provided.
- A copy of the most recent audited accounts, including all assets and an up to date balance sheet.
- Most recent bank account statements including any savings accounts.
- A copy of the constitution or rules of the group.
- Proof that the group has a bank account with at least two signatories.
- If a larger grant is requested, to provide a 12 month forward plan (activities and finance) and/or a business plan.

11. All grant recipients are required to fill in a Grant Report Form

A final report form will need to be completed within 3 months after completion of the project or at the latest within 12 months after having been granted the funding. The final report form needs to demonstrate how the monies have been used, include photographs, quotations of users, supporting documentation and invoices/receipts.

Recognition of the grant from Fulford Parish Council must be made in any publicity material or press release. If this condition is not met, no further grant applications will be considered.

12. The organisation will be asked to repay the grant if the following applies:

- The project is not carried out
- The group/organisation is wound up or ceases to exist.

- The organisation is found to have misrepresented what the funding was needed for or the organisation withheld information regarding their financial position.

Please note that no appeal procedure exists. The decision by the Parish Council is final.

Adopted: 11 February 2020

To be reviewed: February 2025