



FELPHAM PARISH COUNCIL GRANT AWARDS POLICY

INTRODUCTION

A grant is any payment made by the Parish Council to an organisation for a specific purpose that will benefit the Parish, or residents of the Parish, and which is not directly controlled or administered by the Parish Council.

The Parish Council is legally able to make grants to the community under the General Power of Competence which permits councils “to do anything individuals generally may do as long as they do not break other laws”. The Parish Council is also legally able to make grants to registered charities under Section 137 of the Local Government Act 1972 which states that donations can be spent for the benefit of part or all of the community but not an individual, and that grants must be commensurate to the benefit, representing value for money and being fairly distributed. The Parish Council makes provision for awarding grants within its annual budget.

Applying does not mean you will definitely receive a grant, or that you will receive the full amount of the sum you requested. An organisation is not discouraged from applying each year but, if one year there are several applications received or applications received from organisations which have never or rarely receive a grant and look to be in need of assistance, your application may be turned down. Awards are made annually, so there is always another chance to apply.

POLICY

The Parish Council awards grants, at its absolute discretion, to not-for-profit, charitable or volunteer organisations or worthy causes which can demonstrate a clear need for financial support to achieve an objective which will benefit the Parish by:-

- Providing a service
- Enhancing the quality of life
- Improving the environment
- Improving recreation and/or sports
- Promoting the Parish of Felpham in a positive way

Examples of the type of activities or expenditure that can bring benefits to the community include:

- Purchasing equipment
- Transport that will enable group members to partake in a trip or outing

- Training activities or purchase of expertise of an outside trainer/instructor/facilitator
- Running costs of a viable group that is experiencing a temporary period of hardship
- Hosting special events or celebrations
- Provision of recreational facilities
- Provision of street furniture, planters and plants

REQUIREMENTS AND CONDITIONS FOR AWARDING GRANTS

Any organisation, club or society that wishes to make an application for grant aid must;

- Demonstrate that the project justifies a grant application.
- Submit a fully completed application form (forms received after the closing date will not be considered).
- Agree to provide receipts for transactions made with the grant to the Parish within 28 days if requested
- Agree to acknowledge the contribution made by the Council in all publicity associated with the project.
- Be aware that all recipients of Parish Council grants may be subject to a visit by a small group of Councillors to see how the grant has been spent
- Be aware that provision of a grant does not authorise the activity to be undertaken. The applicant is responsible for all legal permissions and insurances.
- Be aware that the Council will pursue repayment of the grant and costs if any criteria have not been adhered to.

The Parish Council will NOT award grants to: -

- Private individuals.
- Commercial organisations.
- Purposes for which there is a statutory duty upon other local or central government departments to fund or provide unless such duty is devolved to the community or local level by agreement.
- National organisations except where it can be demonstrated that the funding will substantially benefit residents of the parish.
- Political parties.
- Religious organisations unless for a purpose which does not discriminate on grounds of belief.
- Any organisation which in the view of the Parish Council has racist, extremist or other policies which the Parish Council deems to be unacceptable.
- Purposes for which there is a statutory duty upon other local or central government departments to fund or provide.
- Applications exceeding the maximum individual grant award determined each year, typically £500, except where it can be clearly demonstrated that additional funds are essential, and the benefits are proportionate with the additional expenditure
- Retrospective applications
- It should be noted that this list may not be exhaustive, and the council reserve the right to decline any application which it considers inappropriate or against the objectives of the council without giving reasons for its decision.

Only one application for a grant will be considered from an organisation in any one financial year. Ongoing commitments to award grants in future years will not be made. A fresh application will be required each year. This will be at the discretion of the council.

Grants will not be made retrospectively or be made once work on a project has already commenced.

GRANT APPLICATION PROCEDURE

The Clerk to the Council will receive all applications in the first instance and will then collate all the necessary information from the applicant ready for presentation and discussion at the appropriate Council meeting.

ASSESSMENT PROCEDURE

Grant Award Timing:

Grants will be awarded quarterly, with working party meetings in March, June, September, and December, followed by recommendations to the Finance and Administration Committee in April, July, October, and January for approval.

Budget Cap:

No more than 25% of the annual grants budget will be allocated per quarter. If the total sum agreed by the working party exceed the 25% limit some applications will have to be deferred to the next meeting or it is agreed that the sum to be allocated at the next meeting will be reduced so that the total sum awarded over the two meetings will only amount to a maximum of 50% of the annual budget.

Emergency Reserve:

A 20% reserve of the budget will be retained for emergency applications. (Emergency is defined as where the failure to support an application will lead to restrictions on the immediate ability of an organisation to deliver services to Felpham residents.)

Grant Limits:

Grants exceeding £500 require special approval by the Finance and Administration Committee unless there are extenuating circumstances. (Extenuating is defined as a situation where failure to support the application of over £500 will lead to the project not being able to proceed in any form to the detriment of Felpham residents).

Local Priority:

Priority will be given to organizations based within or near the Parish (within 3 miles).

Large Organisation Scrutiny:

Larger organisations (defined as those with in excess of £50,000 held in reserves) will face stricter scrutiny, and the £500 maximum grant limit will still apply unless exceptions (as defined in 4 above) are justified.

An annual review of the grants awarded will take place in April each year to ensure that the above criteria are met. This will be reported to the Finance and administration Committee. It should be noted that if an activity will be repeated in future years, a separate application must be made. Grants awards cover only one year and a successful application for funding in one year does not guarantee the award of grant for the same activity in the following year.

It should be noted that the council may require additional information to fully consider or prioritise an application, and applicants may be invited to meet with full council to further discuss the application prior to a decision being made.

Failure to supply any information requested by the council may hinder the success of your application.

It should be noted that the council's decision on the consideration of applications is final and there is no right of appeal.

Once the grants budget is exhausted, the Parish Council will only consider emergency requests for assistance.

The Parish Council may make the award of any grant or subsidy subject to such additional conditions and requirements as it considers appropriate. The Parish Council reserves the right to refuse any grant application which it considers to be inappropriate, or against the objectives of the Council.

All applications must demonstrate clearly how a grant or subsidy will be of benefit to the local community within the Parish.

Recipients will be responsible for administration and accounting for any grant. All awards must be properly accounted for, and evidence of expenditure should be supplied to the Parish Council as requested.

All applicants will be contacted in writing following the Council's decision.

TERMS AND CONDITIONS:

The Parish Council is under a duty to protect the public funds it administers. It may use the information you have provided on the application form for the prevention and detection of fraud. The Council also reserves the right, as part of its decision-making process to carry out such due diligence checks as necessary to ensure the validity and accuracy of any application. It may also share this information with other bodies responsible for auditing or administering public funds for these purposes.

1. The funding must be used only for the purpose specified in the application.
2. The money must be used within 12 calendar months of the allocation being received unless otherwise agreed prior to the funding award.
3. The organisation must if requested by the Parish Council provide evidence that the grant money is/has been spent specifically for the purposes of the original application.
4. At the end of the project or in the case where an organisation ceases to exist, or if an organisation ceases to provide a service in the area, the organisation shall notify the Council and if so requested, return any equipment or unspent grant.

5. Felpham Parish Council accept no liability whatsoever in respect of any complaints, claims or actions arising from or associated with any community project.
6. The applicant will be responsible for the expenditure of the monies allocated under this scheme and shall provide all required information to Felpham Parish Council.
7. If through multiple applications the organisation receives more money than required to complete the project, they may be asked to return a pro rata amount to the Council.
8. Failure to adhere to the councils grant conditions may impact on the success of future funding requests.
9. Payment will be made to the organisation and not an individual
10. Acknowledgement of the financial support received from the council is required on documentation and any promotional literature or other media operation.
11. It should be noted that the council reserves the right to make an award of any grant subject to additional conditions and requirements as it considers appropriate.
12. Applicants are responsible for ensuring that they are following all legal and statutory requirements relevant to the activity/project and have any necessary insurance arrangements in place.
13. The administration of and accounting for any grant shall be the responsibility of the recipient. All awards must be properly accounted for, and evidence of expenditure should be retained and supplied to the council as requested.

Nothing contained herein shall prevent the Parish Council from exercising, at any time, its existing duty or power in respect of providing financial assistance or grants to local or national organisations under the provisions of the Localism Act 2011 The Parish Councils (General Power of Competence) (Prescribed Conditions) Order 2012 or the Local Government Act 1972 Section 137.

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