

CHEDDON FITZPAINE PARISH COUNCIL

GRANTS POLICY (incorporating Charitable Giving)

Introduction:

The Local Government Act 1972 s137 allows the local authority to make a donation to a local organisation which provides grants to needy persons. The council must first be satisfied that there is a direct benefit to the area or part of the area, or to some or all of the inhabitants. The use of “some” in relation to the inhabitants means that the council cannot use the power to benefit a single individual.

General:

A grant made by Cheddon Fitzpaine Parish Council is a payment to be used by an organisation for a specific purpose in the furtherance of the well-being of the local community, where said purpose is not directly controlled or administered by the council. The law requires that Section 137 grants must be “in the interests of or will directly benefit the area or its inhabitants, or of part of it, or some of it” and “the direct benefit should be commensurate with expenditure”. Similar considerations will apply when considering applications for other grants.

The purpose of a grant given by the Council is to:

- support initiatives in the local community such as team sport equipment

The administration of, and accounting for, any grant shall be the responsibility of the recipient.

Grants can be provided:

- as start-up awards to new organisations;
- as awards to existing organisations, including those who have previously benefitted.

Grants will be considered on a first-come, first-served basis from the start of the financial year.

Grants are made as one-off payments, and will not represent an ongoing commitment by the Parish Council to award grants or subsidies in future years. A fresh application will be required each time. The Parish Council will set an amount available for awarding grants on agreement of the budget/precept request. The amount available will change on an annual basis. Please contact the Parish Clerk to confirm available funds for the financial year.

To ensure as fair a distribution as possible, the Council will take into account the amount and frequency of previous awards.

The Council may make the award of a grant subject to such additional conditions and requirements as it considers appropriate; for example, the Parish Council may request sight of invoices.

APPLICATIONS

Applications will be assessed on their merit, and the benefits to the local community. It is expected that as much information as possible will be provided with the grant application.

Applications will be considered:

- from organisations;
- for capital projects or community self-help;
(but not for elements of normal maintenance which would be expected to be met from revenue);
- from religious groups where a clear benefit to the wider community can be demonstrated irrespective of their religious beliefs. (Compliance with this requirement will need to be demonstrated throughout the project);

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- from education, health or social-service establishments where the organisation can demonstrate that it is working in partnership with other groups and where there are benefits to the wider community within the Parish.

Applications will NOT be considered from the organisations listed below (this list is not exclusive and may be added to at the council's discretion):

- organisations intending to support or oppose any particular political party, or to discriminate on the grounds of race, religion, age, gender, sexual orientation, marital status, or disability (see note* below);
- private organisations operated as a business to make a profit or surplus.;
- 'upward funders' i.e. local groups whose fund-raising is sent to their central HQ for redistribution;
- national organisations or local groups with access to funds from national 'umbrella' or 'parent' organisations (unless funds are not available from their national bodies or the funds available are inadequate for a specified project);

**This is in accordance with the duty the Parish Council has to consider the following matters in the exercise of any of its functions: Equal Opportunities, Crime & Disorder, Health & Safety, and Human Rights.*

The organisation or group must make its written aims and objectives, constitution and membership rules available for inspection by the Parish Council as part of the consideration of the application. It must also be able to demonstrate that it is properly managed and capable of running its affairs responsibly. The Parish Council may ask to inspect, as part of the consideration of an application, the audited accounts or accounts that have been independently examined by a suitably qualified person, for the previous two financial years or in the case of a newly-formed organisation, a detailed budget and business plan. An organisation is required to have a bank account in its own name with at least two authorised representatives required to sign each cheque.

The organisation or group should be based in the Parish, be prepared to produce references in support of its application and have a bank account.

All applications must demonstrate clearly how a grant will be of benefit to the local community within the Parish. Due account will be taken of the extent to which funding has been sought or secured from other sources or own fund-raising activities. Further details of other organisations that may be supportive should be declared to the Council when the application is made.

GRANT APPLICATIONS

GDPR: By completing the application form, applicants are giving consent for their personal details to be held and made available for Parish Council deliberations

A completed application form must be submitted to the Parish Clerk. This will be considered by members of the Council at the subsequent meeting

CHECK LIST FOR APPLICANTS

- Proof of operational base within the Parish
- Purpose of grant
- Anticipated benefit to the Parish
- Amount applied for
- Declaration of grants already received from Cheddon Fitzpaine Parish Council
- Details of own fund-raising and support being sought from elsewhere (if any)
- Can you provide a constitution, accounts for at least the last two years, and bank account details?

CHARITABLE GIVING

The Parish Council will allocate a sum of money at the annual precept meeting to cover Charitable Giving.

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At a subsequent Parish meeting, Councillors to decide which charities will be supported during the forthcoming year and allocate accordingly.

If other charitable requests arise and there is unspent money, they may be supported.

Once the allocated sum is spent for each year, no further requests considered, except in exceptional circumstances.

Assessment Procedure: Each application will be assessed on its own merits. 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. 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 Local Government Act 1972, Section 137.

Successful Applications: A grant award must only be used for the purpose stated on the application. If the organisation is unable to use the money, or any part of it, for the purpose stated, then all monies, or unexpended part of such monies must be returned to the Parish Council. The Parish Council may request proof of expenditure. Organisations receiving grants are required to advise their users/members that the grant or equipment has been received from Cheddon Fitzpaine Parish Council. Where appropriate, the Parish Council may require a notice to be affixed. Where equipment is gifted to an organisation, The Parish Council requires that it be insured and maintained at the expense of the user.

Approved:

Parish Council meeting on 11th July 2022.

Document Review Date:

Annual Parish Council Meeting held in May.