Grant Awarding Policy & Procedure - LPC

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.

In all cases the following shall 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

• Promoting the Parish of Lilbourne in a positive way

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.

• "Upward funders"/ "Uploaders" i.e. local groups where fund raising is sent to a central HQ for redistribution.

• 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.

• Publicise or promote any organisations

This list is not exclusive and may be added to at the council's discretion.

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.

Organisations requesting financial assistance are required to submit the following, addressed to the Clerk to the Council, Lilbourne Parish Council.

by 1st November, at the latest, in the year preceding their funding requirement:-

• A completed application form available from the Parish Council Office or by downloading from the website.

• Any relevant, supporting information required as per the application form

• Full details of the project or activity

• A copy of their last year end accounts and demonstration of a clear need for funding

• Evidence that the organisation has sought funding elsewhere and is not asking the Parish Council to be the full donor

• For new initiatives, a detailed business or project plan

• A copy of their constitution or details of their aim or purpose

• The number, or percentage, of members that belong to the organisation and that live within the Lilbourne Parish Council Area

• Details of any restrictions placed on who can use/access their services

• Evidence that the project actively promotes equal access for all Organisations will normally be expected to have clear written aims and objectives, a written constitution, and a separate bank account controlled by more than one signatory.

Where additional information is required in order to consider the grant application, applicants may be invited to meet with the Council to further discuss the application, prior to the grant being determined by Full Council. The Parish Council would like to know how much volunteer energy goes into our community projects. For this reason, please provide your best estimate as to how much volunteer time your project needs to achieve its objectives.

We also need to understand the likely impact of your project, particularly at times when there is significant competition and not all grant requests can be met, so providing details of the outcomes will help us in determining priorities.

ASSESSMENT PROCEDURE

1. Each year, when the budget is set, an amount may be allocated from which grants will be awarded during the following financial year. This amount will principally be for grant requests that have already been received by the Parish Council in accordance with the application procedure, and which it envisages may be granted. Any amount set aside within the budget in respect of applications received by the due date does3 not guarantee an award: a decision upon an award will remain for approval by the full Parish Council at the appropriate meeting.

2. An additional amount may be reserved in the budget from which other grant requests (those received after 1st November) may be made. A maximum award of £200 only for such unplanned applications will be considered.

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

4. Each application will be assessed on its own merits. However, to ensure as fair a distribution as possible of available funds, the Parish Council will take into account the amount and frequency of any previous awards, and the geographical spread within the parish. Due account may also be taken of the extent to which funding has been sought or secured from other sources or fund-raising activities.

5. 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.

CONDITIONS OF FUNDING

1. A grant award must only be used for the purpose stated on the application unless the written approval of the Council has been obtained for a change in use of the grant monies prior to the work being commenced.

2. Acknowledgement of the grant must be made in all publicity, notices or other information citing 'Lilbourne Parish Council' and where appropriate, the Parish Council logo as appears at the heading of this Policy.

3. Any requests by the Parish Council for information from the organisation for its own purposes should be complied with and responded to within the timescales given.

4. 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.

5. Organisations receiving grants are required to advise their users/members that the grant or equipment has been received from Lilbourne Parish Council. Where appropriate, the Parish Council may require a notice to be affixed.

6. 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.

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

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.

Policy Adopted:

Minute Ref:

Policy to be Reviewed: May 2027