

South Stoke Parish Council - Grant Awarding Policy

Introduction to Policy

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. Section 137 of the Local Government Act requires that such grants must be “in the interests of or will directly benefit the area or its inhabitants, or of part of it, or of some of it” and “the direct benefit should be commensurate with expenditure.” The law also limits the total amount of expenditure a council may incur on such payments.

Grants, and direct Funding by the Parish Council, may also be made from Community Infrastructure Levy (CIL) Funds. There is no legal limit on the total amount of expenditure, but in addition to the condition of ‘direct benefit to the area or its inhabitants’, the funds must be used to meet a Community Infrastructure requirement that arises from the consequence of development. It can be used in areas other than the development itself.

Policy

The Parish Council awards grants, at its discretion, to organisations which can demonstrate a clear need for financial support to achieve an objective which will benefit the Parish by:

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

The Parish Council will not award grants to:

- Private individuals (but see **note*** below)
- Commercial organisations
- Purposes for which there is a statutory duty upon other local or central government departments to fund or provide
- “Upward funders” 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

***Private Individuals** can use this application process to request Community Infrastructure funding, which is then spent by the Parish Council on the proposed project or item.

Only one application for a grant will be considered from any 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.

Grants will not be made retrospectively.

This grant awarding policy was reviewed and adopted by the Council at its meeting of 22nd November 2023.

Signed Chairman

Grant Application Process

The Clerk to the council will receive all applications in the first instance and will collate all the necessary information from the applicant ready for presentation in advance of the Council's meeting in January.

Applications for a Community Infrastructure Levy (CIL) Funding grant may be received, and will be considered at any time of year, and will be considered at the next Parish Council Meeting, providing it is received 10 working days before that meeting.

Applicants must complete an application form, available from the Clerk or as a download from the website, and all questions on the application form should be fully answered.

The following information is required from the organisation in all cases:

- a copy of their written constitution or details of their aims and purpose
- full details of the project or activity, including a breakdown of all the costs
- demonstration that the grant will be of benefit to the local community within the Parish
- the proportion or number of beneficiaries living in the Parish of South Stoke
- details of any restrictions placed on use or access of their services
- demonstration of a clear need for the funding
- a copy of the previous year's accounts or, for new initiatives, a detailed budget and / or business plan
- a copy of a recent Bank Statement (within last three months) to confirm receiving account details.
- confirmation (on the application form) that it agrees with the Parish Council's Equal Opportunities Policy¹ or details of their own policy

For non CIL grant applications the Council expects to receive in writing to the Clerk, any expression of interest for a possible grant application exceeding £500 by 30 September of the financial year prior to the funds being required in order that budget provision can be considered. Submission of completed applications is required by 30 November of the financial year prior to the funds being required.

All grant applications will be considered at the January meeting of the Parish Council and the applicants will be informed of the Council's decision by 31st January in each year.

Funds available are strictly limited and guidance can be given to applicants as to the likely availability of funds in a specific financial year. Non CIL grant applications in excess of £1,000 will only be considered in exceptional circumstances.

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 the unexpended part of such monies, must be returned to the Parish Council. The Parish Council will require proof of expenditure, invoices and receipts, as part of the post grant evaluation, to be completed within 12 months of receipt of the grant.

1. South Stoke Parish Council is committed to equal opportunities for all sectors of the community. It is the policy of the Council to ensure that no service user, employee, job applicant or other person associated with or funded by the Council receives less favourable treatment on the grounds of age, colour, impairment (disability status including HIV status), marital status, nationality, "race", religion, sex or sexuality."

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Signed Chairman