

# Policy

## Community Grant Policy

This Procedure is a document that sets out the organization's approved and agreed practices. Any deviation must be discussed with the originating author.

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2	3-8	Policy content written. Process updated and	December 20156
3	6-6	Change of submission date	October 2017
4	All	Review and format change	14 March 2021

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## 1. DOCUMENT CONTROL SHEET

<b>Purpose of document:</b>	The purpose of this policy is to provide governance to the community grant procedures and outline the framework for application for organisations wishing to access funding via the Parish Council
<b>Dissemination:</b>	This policy will be disseminated to all staff and council members and be made available on the parish website for organizations wishing to submit an application under the Community Grant Scheme.
<b>Implementation:</b>	This document will be accessible via the parish council website and is applicable to all staff and council members.
<b>Review:</b>	This document will be reviewed in 2024 unless there are significant changes in legislation or practice in which case it will be reviewed earlier.
<b>Documents replaced or superseded by this document:</b>	
<b>This document supports (enter Standards and Legislation:</b>	Billinghay Financial Regulations PCD003 Local Councils Explained 2013 Accounts and Audit (England) Regulations 2011/817 Audit Commissions Act 1998
<b>Key related documents:</b>	Nil
<b>Financial Implications:</b>	This document has financial implications for the Billinghay Parish Council.
<b>Key word search</b>	Funding, Money, Grant, Scheme

## **2. TABLE OF CONTENTS**

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## **3. INTRODUCTION**

a. Billingham Parish Council (hereinafter called 'the Council') is committed to supporting community life. The Parish Council operates the community grant scheme which is for small Community Grants. Further information on criteria and application processes for these grants is contained in this policy document.

b. The Council has a small budget for the award of grants. The Council can only award grants using particular legal powers. Where there is no statutory power specific to the activity for which the grant is sought, such as grants to a sports club or for a band, the Council may use section 137 of the Local Government Act 1972 to give grants to a community organisation. This power may only however be used if its use will benefit some or all of its residents or some or all of the area and where the benefit obtained is commensurate with expenditure incurred.

c. The critical words are some or all – in both cases. The Council does not have the legal powers to provide Grants to individuals and grants where the activity would not obviously benefit the Billingham parish area are equally problematic, however worthy the Councillors may feel the project to be.

## **4. ORGANISATION GRANTS**

a. Grants are considered annually at the Council Policy and Finance Committee meeting in November, before being submitted to the Full Council. Grants must meet the Council's grant criteria. The Grant request must be submitted on the Billingham Parish Council Application for Small Grants Form. Copies of the application form can be requested from the Parish Council Office or downloaded from the Billingham Parish Council website.

b. All applications must be accompanied by appropriate accounts and or supporting financial information. Forms and the supporting information must be returned to the Parish Clerk by the **31st October**.

## **5. COMMUNITY GRANTS OBJECTIVE**

a. The Council looks to support projects which help achieve Council's objectives

or priorities. Applications for community grants need to contribute to at least one of the following:

- i. **Our Community.** Work with partners to maintain a safe community, work with partners to improve the health and wellbeing of our community and ensure that Billingham has a variety of leisure provision that covers arts, culture fitness and sport.
- ii. **Our Environment.** Encourage recycling and reduce waste going to land fill sites, continue to keep our streets clean, deliver resident and business driven focused parking services, whilst having regard to the constraints of our towns and villages and continue to maintain and improve our woodlands, reserves and open spaces.
- iii. **Our Places.** Protect our environment, local heritage and community assets, work towards meeting the housing needs of our community, work with partners to increase the supply of new affordable homes, continue to maximise the efficiency of the villages housing stock and work with partners to promote the village as an attractive place in which to invest.
- iv. **Our Youth.** Continue to work towards and improve the need of youth within our community. Improve youth engagement and increase communication, whilst ensuring fair and open access to all youth members of our diverse community.

## **6. COMMUNITY GRANTS CRITERIA & ELIGIBILITY**

- a. Organisations applying for Small Community Grants are required to meet the following criteria.
  - i. The amount of the award will be at the discretion of the Council but will not exceed £5,000.
  - ii. All applications will be considered on their merits, but in general will be awarded for capital projects, such as the purchase of equipment or improvements to premises. In addition, the Council may support a community event, festival or other special event. The Council does not normally give grants towards the running cost, salaries, or consumables, unless there are exceptional circumstances.
  - iii. Grants will be awarded to voluntary groups, societies clubs, non-profit making organisations operating in the Billingham Parish area, where the benefit will be for this area alone. However, Groups from outside the Parish who can demonstrate direct benefit to the area are eligible to apply.
  - iv. Grants will not be awarded to individuals, regional or national charities unless it is for a specific project in the Billingham Parish area where there will be obvious benefit to the Council area.

- v. Grant monies will be paid to the organisation or group stated on the application and not an individual.
- vi. The purpose for which the grant is made must be in the interest of the Billingham Parish area or any part of it or all or some of the inhabitants of the Billingham Parish which is defined by the boundaries of the Parish Council. The benefit to the area or inhabitants must be commensurate with the expenditure.
- vii. Groups from outside the Parish who can demonstrate direct benefit to the area are eligible to apply.
- viii. The Council will consider any previous grants awarded to an organisation or group when considering a new application.
- ix. Grants will not be awarded to or for any commercial venture for private gain.
- x. Retrospective applications will not be funded where the expenditure has been made, the project has been carried out or the event has taken place.
- xi. All grants will be conditional upon submission of **current balance sheet and last audited accounts and supporting documentation** detailing cost of capital expenditure, project or event for which the funding is being sought.
- xii. All grants recipients are required to provide the Council with a brief report, including photographs, if applicable, of how the grant has been utilised, how it has assisted the organisation or group and what it has achieved. This must be submitted within ten months of the purchase of the capital equipment or completion of the project.
- xiii. If the grant is put to purpose other than those for which it was awarded without the prior approval of the Council, the recipient organisation or group will be required to repay the grant to the Council.
- xiv. The organisation or group should supply such information as the Council may request regarding the impact of the project on the Parish Council's area.
- xv. Recognition of the grant from the Council must be made in any publicity.

## **7. HOW WILL THE APPLICATION BE ASSESSED?**

- a. Each grant application will be assessed against the following criteria:
  - i. How well the grant will meet the needs of the community, providing positive benefits to the inhabitants.

- ii. How effectively the organisation or group will use the grant.
- iii. Whether the costs are appropriate and realistic.
- iv. What level of contribution has been, or will be, raised locally.
- v. Whether the organisation or group could reasonably have been expected to obtain sufficient funding from another, perhaps more appropriate source.
- vi. How the organisation or group is managed, as indicated by the constitution.

## **8. SUBMITTING APPLICATION**

- a. Applications:
  - i. Must be submitted on the Council's application form (appendix 1).
  - ii. Will not be considered without audited accounts and constitution.
  - iii. For new groups must include a business plan in place of accounts, together with a projected income/expenditure.
  - iv. Must include evidence of self-help i.e. other funding sources or fundraising activities.
- b. There is no appeals process. The decision made by Full Council is definitive.

## **9. AFTER RECEIPT OF GRANT**

- a. Organisations awarded grants for specific capital expenditure must produce proof of that expenditure within 6 months of award of grant.
- b. Any grant not spent within 6 months must be returned.
- c. Non-capital expenditure i.e. for an event or forming a new community group, must be returned if the event is not held or the group not formed.
- d. Evidence of the benefit to the community from the grant must be submitted to the Council within 6 months of expenditure. (i.e photographic).
- e. The Council must be included in any publicity material.

## 10. COMMUNITY GRANTS APPLICATION FORM APPENDIX 1



YOUR ORGANISATION	
Date of Request:	
Organisation Name	
Organisation Address	
Description of organisations activities, Please identify your aims and objectives:	
How long has your organisation been in existence? :	

APPLICANT DETAILS			
Title:			
First Name:		Surname	
Position held in organisation			
Contact Address			
Tel No		Mobile	
Email address			
Preferred method of contact			

YOUR APPLICATION	
Give a brief description of the project or scheme for which grant is intended	
How and who will benefit from the proposed project or scheme	
What is the age range that will benefit from the proposed project or scheme	
Total cost of project or scheme	
How much are you applying for	
Please provide a breakdown of the expenditure for which this money is being applied for. This must include evidence of the likely cost of all items of expenditure inc. labour where applicable. (For amounts over £500, please supply two tenders if the work involves Contractors/Tradesmen)	

Item	Description (additional information)	Cost

Have you made any grant applications to any other body for grant aid for this project:		
NO      If YES please provide details below		
Name of organisation applied to	Amount applied for	Date of application
If you have received any other source of funding/income not specified above please provide details (i.e donations/subs)		
CURRENT FUND RAISING ACTIVITIES		
Please continue of separate sheet if required.		
ADDITIONAL INFORMATION & SUPPORTING STATEMENT		

Please continue of separate sheet if required.

### ORGANISATIONAL FINANCES

All applications must be accompanied by the following financial information. If you do not supply this information your application will not be processed.

- A copy of your latest approved statement of income and expenditure and last audited accounts
- A photocopy of your latest bank statements.
- A statement of the organisations or group capital assets, if any
- To be made available on request a copy of your organisational constitution

The council may request additional information depending on the project and the amount of grant requested.

### DECLARATION

I, the named person below can confirm the information provided in this document is accurate at time of completion, and all supporting documentation is enclosed. I confirm any subsequent information that may support this application will be submitted prior to finance meeting.

Forename		Surname	
Signature		Position held in organisation	
Date			

### FOR PARISH COUNCIL USE

Date received			
Grant Awarded	Yes	NO	
Grant Amount		Cheque Number or BACS date	
Date			