

## **Burwash Parish Council**

### **Grant Awarding Policy – Adopted 09/08/16 amended 2019?**

#### **Introduction**

Parish Councils have legislative powers to be able to award grants which benefit the Parish and its residents. Burwash Parish Council sets aside a sum of money each financial year to be awarded in grants to organisations for projects that meet this requirement. The Council recognises that any money it distributes in this way comes from the community itself via the annual precept and that these funds are not unlimited. This policy document has been drawn up to demonstrate a fair and transparent process for grant awards based upon merit and the benefit derived by the wider community.

#### **Objectives of the Parish Grants**

To ensure that Burwash tax payers get value for money from the Parish Council

To assist, develop and promote local voluntary and charitable organisations and campaigns, schools and other organisations affording services or benefit to residents of the parish

To strengthen and enrich the local community and provide opportunities for residents to benefit from education, sports, recreation, enjoyment of the environment, culture, art and history

To benefit all sections of the community

#### **Policy**

The Clerk is to inform the Council of the Section 137 expenditure limit

All grant applications have to be made on a fully completed application form

1. Applicants need to demonstrate how any funding provided by the Parish Council would benefit residents in Burwash, Burwash Common or Burwash Weald.
2. The Council will not normally make grants to organisations outside the Parish Council area unless it can be demonstrated that there will be direct benefits to our residents.
3. The Council will not consider applications from organisations intending to support or oppose particular political parties nor from commercial ventures for private gain.
4. Applications from religious groups will be considered where there is a clear benefit to the wider community.
5. Applications should normally be for 'one-off' grants.
6. Ongoing commitments to award grants will not be made. A fresh application will be required for consideration each year.
7. The date and process for the submission of completed applications for the following financial year will be advertised by the Parish Council each year and will be on the Council website.
8. It is for organisations to ensure that they make themselves aware of and comply with the grant application conditions and submission deadlines.

## Process

10. Grant application forms are available online or from the Parish Clerk. Completed forms and supporting documentation should be returned to the Clerk through the Parish email account or PO Box. It is for grant applicants to confirm that their application has been received.

11. Representatives from organisations/groups applying for funding are **expected** to attend the relevant Council meeting to answer any questions which may arise whilst the grant is being considered.

12. If successful, the grant will normally be made in a single payment.

## How will the applications be assessed?

13. Each application will be assessed on its own merits and will be considered along with other applications at a meeting of the Parish Council. To ensure as fair a distribution as possible, the Council may take into account the amount and frequency of previous awards.

14. The Council will consider:

- a) whether it has the power to make the award
- b) how well the grant will meet the needs of the community and/or provide positive benefit to particular residents.
- c) whether the organisation or group has undertaken other fundraising.
- d) whether the organisation has had previous funding from the Parish Council e) if relevant, how effective past funded projects have been

## Terms and Conditions

15. The amount of the award will be at the complete discretion of the Parish Council

16. Grants will normally be awarded for capital projects, such as the purchase of equipment, works to buildings or improvements to premises. In addition, the Council may support a community event, festival or other special activity.

17. The benefit to the Parish or residents must be commensurate with the expenditure.

18. The Council may take into account any previous grant made to an organisation or group when considering a new application.

19. Applications will not be considered retrospectively, where the expenditure had been made, the project has been carried out or the event has taken place.

20. Any publicity surrounding the project or activity funded should clearly acknowledge the provision of the Parish Council grant.

21. If the grant is for premises or to purchase equipment, a notice should be displayed to recognise the community involvement via the Parish Council grant.

22. Grant recipients should provide the Council with a brief report on how their award was spent and, where appropriate, include supporting material such as photographs or testimonials. A representative will be invited to attend the Parish Assembly the following year to detail how the grant award was used for the benefit of residents.

All grant recipients will be required to provide evidence of how the grant was spent. Recipients of grants in excess of £250 will need to provide a written report of how the grant money has been used within 12 months of receipt of the grant and will be expected to attend the next Annual Parish Meeting to discuss how the grant was used. The written report may take the form of an annual report from the organisation or a set of accounts which clearly identify the the manner of spending. The written report must be deposited with the Clerk of the Council and hence becomes a document liable for inspection by the general public under provision of Section 228 of the Local Government Act 1972 (as amended).

23. If the grant is put to purposes 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.

*The items in red have been taken from the East Peckham Parish Council document.*

*The item in blue might be removed if agreed.*

*It might be helpful to make explicit who takes the decisions to award a grant, if not the whole of the Finance Committee.*