



## Childs Ercall Parish Council Grant Awarding Policy & Procedure

### **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 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 the community but not an individual, and that grants must be commensurate to the benefit, representing value for money and being distributed. The Parish Council makes provision subject to budgetary conditions, 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 s 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 Childs Ercall 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 fundraising 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 unacceptable.
- Publicise or promote any organisations.

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

Except in exceptional circumstances (as agreed by the Parish Council) only one application for a grant will be considered from an organisation in any one financial year. This will be at the discretion of the council.

### **Grant application procedure**

The Clerk to the council will receive all applications in the first instance and will then collate all necessary information from the applicant ready for presentation and discussion at the appropriate council meeting.

Organisations requesting financial assistance are required to submit their application addressed to the Parish Clerk: Barbara Pearce, 4 Manor Green, Childs Ercall, Shropshire, TF9 2EA.

- A completed application form is available from the Parish Clerk or by downloading from the website. <http://www.childsercall.co.uk> Both hard copy and electronic versions of the application are acceptable.
- Any relevant, supporting information required as per the application form.
- Full details of the project or activity.
- A copy of the applicants last year-end accounts (if requested and deemed appropriate by the Parish Council) and the demonstration of a clear need for funding.
- Evidence that the organisation sought funding elsewhere or has potential funding events planned, may be requested by the Council as deemed appropriate.
- The copy of their constitution or details of their aims or purpose may be requested by the Council as deemed appropriate.
- An estimate, where appropriate or as requested by the Parish Council of the number or percentage of members that belong to the organisation that live within the Childs Ercall Parish Area.

Organisations will normally be expected to have clear written aims and objectives, a written constitution (where appropriate), and a separate bank account controlled by more than one signatory.

Applicants will be expected to meet with the Parish Council to present their application, unless expressly advised otherwise by the Parish Council.

### **Assessment procedure**

1. Each year when the budget is set, and only when finances allow an amount will be allocated from which grants will be awarded during the following financial year. Any amount set aside within the budget in respect of applications does not guarantee an award; any decision on an award will remain for approval by the full Parish Council at the appropriate meeting.
2. Once the grants budget is exhausted, the Parish Council will only consider emergency requests for assistance.
3. Each application will be assessed on its own merits. However, to ensure as fair a distribution as possible on available funds, the Parish Council will consider 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 fundraising activities. No one grant shall exceed 20% of the funding allocated for Small Grants at the time the Parish Council budget is agreed.
4. The Parish Council may make the award of any grant or subsidy subject to such additional considerations and requirements 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 on the grant must be in all publicity, notices or other information citing 'Childs Ercall Parish Council'.
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 thereof 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 Childs Ercall 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 if 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 s 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.

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