

NEWTON POPPLEFORD AND HARPFORD PARISH COUNCIL

Grant Awarding Policy and Assessment Procedure

Introduction to Policy

A grant is any payment or gift 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 law requires that Section 137 grants must be “*in the interests of, or will directly benefit, the area or its inhabitants, or of part of it, or some of it*” and “*the direct benefit should be commensurate with expenditure*”. Similar considerations will apply for other grants.

Policy

The Parish Council awards grants, at its absolute 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,
- Enhancing the quality of life within the parish, or in adjoining parishes where mutual benefit is derived
- Improving the environment and promoting the Parish of Newton Poppleford & Harpford in a positive way.

The Parish Council WILL NOT award grant funding for:

- Private individuals (other than for smaller grants of under £200 subject to criteria below).
- Commercial organisations.
- Purposes for which there is a statutory duty upon other local or central government departments to fund or provide.
- “Upward funders”. ie. 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.

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 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.

Application Procedure

Organisations or Individuals requesting financial assistance for amounts under £200

Please submit the grant request as soon as the need for grant assistance becomes evident. The request must be submitted at least 10 working days before a meeting of the Parish Council for the application to be decided. Council reserves the right to request further information prior to consideration, or to defer the grant application to a later date until additional information is received. The grant will be paid up to 2 weeks after the Parish Council meeting.

Please submit:

A completed application form (see attached pages 5 & 6)

Organisations requesting financial assistance for amounts over £200 but under £500

There are two deadlines for applications during the financial year in which grant funding is being sought:

31st May and 31st October

eg. An application, for grant assistance of £300 in financial year 2018-19, must be received by the Council's Proper Officer / RFO by 31st May 2018 and grant award would be paid, if approved, by the 31st August 2018. Applications received after 31st May but before 31st October, would be paid, if approved, by the 31st January thereafter. Grant awards are paid on a "first-come-first-served" basis in each tranche and are subject to Council's overall financial budget for Grant Award Assistance.

Please submit:

- **A completed application form (see attached pages 5 & 6)**
- **Evidence of a written constitution, and**
- **Evidence of a separate bank account controlled by more than one signatory.**

For larger / exceptional grant assistance requests over £500

Organisations are required to submit their grant application to Council by **31st October**, which will be considered for approval. Payment will be made in the following financial year.

eg. An application, for grant assistance of £2000 in financial year 2019-20, must be received by the Council's Proper Officer / RFO by 31st October 2018.

Please submit:

- **A completed application form (see attached pages 5&6)**
- **Evidence of a written constitution,**
- **Evidence of a separate bank account controlled by more than one signatory,**
- **Evidence of robust financial regulations and governance, e.g. obtaining a minimum of three tenders for expenditure etc.**

The Parish Council reserves the right to request proof of the tender process. Projects notified and included in the Parish Council's budget will only have the funds released on completion of the work. Whilst the Parish Council would not normally consider applications for Capital Projects, any such applications will require a more substantial case with supporting evidence of community benefit. For these grants, the council will expect to see some form/evidence of other third party funding.

Parish Council Grants Budget

At the Parish Council's annual budgeting meeting in October / November, an amount may be set aside within the council's budgeted expenditure from which grants may 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, as above, and which the Council envisages may be granted.

Any amount included within the budget for an application amount does not guarantee an award: a decision upon an award will remain for approval by the Parish Council at the appropriate meeting.

Once the grants budget is exhausted, the Parish Council will only consider emergency requests for assistance, and generally only from organisations with whom it has close links.

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 or which conflicts with the Council's Ethical Policy.

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 Local Government Act 1972, (Section 137).

Assessment Procedure

Each application will be assessed on its own merits. However, to ensure a fair distribution 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.

The following criteria will be used to judge each grant.

Does the grant benefit the community? If yes, which groups benefit? (Reach in community?)
Is the benefit commensurate with expenditure?
Is the membership of the Organisation making the application open to all? (with no application for membership being refused on anything other than reasonable grounds).
Has the group received funding from the Parish Council before?
Is the group seeking other sources of funding?
Will the funds be spent within the relevant financial year?

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Successful Applications

A grant award must only be used for the purpose stated on the application.

All recipients of grants awarded may be required to 'report back' to Newton Poppleford and Harpford Parish Council as to their projects progress and/or community benefit after project completion.

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.

Organisations receiving grants are required to advise their users/members that the grant or equipment has been received from Newton Poppleford and Harpford Parish Council. Where appropriate, the Parish Council may require a notice to be affixed to or adjacent to the asset or facility outlining the nature of the Council's contribution.

Where equipment rather than funding is awarded to an organisation, the Parish Council may require that it be insured and maintained at the expense of the user as a condition of the grant award.

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NEWTON POPPLEFORD & HARPFORD PARISH COUNCIL

Grant Application Form

Please complete this form, attach the relevant information and send / email to:

The Clerk to Newton Poppleford and Harpford Parish Council.
(address details on website; www.newtonpopplefordpc.co.uk)

		Criteria Achieved?
Name of organisation		
Named point of contact		
Contacts position in the organisation		
Is the organisation open to all members of the community	YES / NO	
Are there any membership restrictions?		
Telephone Number		
Email address		
Is your organisation a registered charity	YES / NO	Registered Charity No?
Have you requested a grant from NPHPC before?	YES / NO	If so, when?
What are the aims / objectives of your organisation?		
Outline of the project for which the grant is required (including what it aims to do)		
How will the project benefit the community?		
Does the cost of the project reflect the benefit to the community. If so, how?		
Total funds needed for the project overall	£	
<i>(If over £200, please note additional requirements specified in application notes)</i>		
Have funds been requested from other sources	YES / NO	
	Amount received	Name of source
Source No 1	£	
Source No 2	£	
Source No 3	£	
Source No 4	£	

Amount requested from NPHPC	£		
Total funds needed for the project overall	£		
How do you plan to achieve any further shortfall in funds?	Amount	Name of source	
Source No.	£		
Source No.	£		
When do you need the funds?			
Will the funds be spent in this financial year?			
Copy of last financial years accounts provided:	YES / NO		
If accounts are not provided, why not?			
Number, or percentage, of members that belong to the organisation and that live within the Newton Poppleford and Harpford parish area?			
Please confirm that your organisation conforms to National, statutory equal opportunity legislation			
Please confirm that policy of mutuality and inclusion of minority groups is being pursued within your organisation.			

Please note: all successful applications for grant funding from Newton Poppleford and Harpford Parish Council are paid without consideration of the VAT (Value Added Tax) element of any project costs. Applicants must bear this additional cost in mind when calculating their project budgets and seeking grant funding. The Council bears no responsibility for any VAT liability that may arise and suggests that all applicants take professional financial advice in this respect if it is likely to affect the overall project budget.

Please ensure that all questions are answered, where relevant, and that all additional information / documentation detailed in the Application Procedure is submitted with this application form or direct web/hyperlinks to the information are provided.

This substantive policy (v.4) was considered and approved by Full Council on the 26th February 2018.