

### **Grants & Donations Background**

The Local Government Act 1972 section 137 makes provision for Parish Councils to provide financial support, up to a fixed amount, for the benefit of residents of the Parish. The total annual amount available to a Parish for this purpose is prescribed by Government and is a 'resident rate' times the number of residents on the Parish Electoral roll. The resident rate is linked to the Retail Price Index. For example, in 2018/2019 it is £7.86 per resident.

### **Objective:**

It is Styal Parish Council's objective to ensure that any grants or donations it awards is for the greater benefit of Styal residents and the community of Styal.

### **The Policy:**

#### **1. S137 Limit**

The Clerk will keep the Council informed of the current annual S137 limit.

#### **2. Definitions**

**Grant** A financial award made by the Council to an organisation for a specific which will benefit community of Styal

**Donation** A one-off financial award made by the Council which falls outside the definition for grants in this policy

#### **3. Grant Application Requirements**

- 3.1. Applications for grants will not be considered unless the Styal Parish Council Grant Application form has been completed.
- 3.2. Applications for grants can only be considered from organisations whose work benefits Styal Parish and its residents.
- 3.3. Applications from individuals cannot be considered, nor can applications where the grant would benefit an individual.
- 3.4. Applications for retrospective grants, where a project has already been completed, cannot be considered.
- 3.5. Applications for grants cannot be considered unless they are accompanied by supporting documentation, such as a quotation, detailing costs of the capital expenditure for which the funding is being sought.
- 3.6. All grants will be conditional upon submission of a financial statement (which must be audited accounts where available) in support of the application
- 3.7. The Council will only consider one grant application per organisation per financial year unless there are extenuating circumstances.

#### **4. Types of Grant**

Styal Parish Council has made provision for two types of grant application:

##### **4.1. Scheduled Grant**

A scheduled grant application is one where an application is received and considered according to the following schedule:

April - November                      Period for submitting applications

30th November:                      Last date by which an application form must be received

December - February:              Applications are considered

March:                                      Applicants will be informed of the Council's decision and grant cheques will be issued to successful applicants

#### **4.2. Special Circumstances Grant**

An application for a special circumstances grant may be made at any time throughout the year, funds permitting, but the Council will only consider the application if there is a genuine immediate need, such as a community project experiencing financial hardship. Special grants cannot exceed £500

No applicant may submit more than one special grant application in a single financial year.

### **5. Grant Allocation**

#### **5.1. Total Grant Fund**

The total sum available for all grants and donations varies year upon year but is in the order of £4,000

#### **5.2. Grant Upper Limit**

The Council will not consider a single grant application which exceeds 50% of the total cost of the project as specified in the quotation, or similar supporting documentation, which must have been submitted with the application form.

#### **5.3. Maximum per Application**

The Council will not consider a single grant application which exceeds £1,500 unless there are extenuating circumstances and all other approved grant applications can be satisfied.

#### **5.4. Minimum per Application**

The minimum amount that can be applied for is £25.

#### **5.5. Grant Fund Shortfall**

Where the total value of all grant applications exceeds the available funds and the Council considers the applications of equal merit, the Council may offer a reduced grant to applicants.

#### **5.6. Grant Payments**

Under normal circumstances cheques for the total amount of approved grants will be issued at the end of March of each year. If however, the Council is dependent upon receipt of the second half of the precept to satisfy the amount requested, it may be necessary to pay a grant in two instalments (March and September). Applicants will be informed of staged payments at the time of grant approval.

### **6. Ongoing Grants**

Repeat applications for grants year upon year will not normally be considered unless there are exceptional circumstances which the Council considers an appropriate use of its grant fund. For example the need to prevent a worthwhile project from stalling or failing and other funding is not available. Such grants cannot exceed three years unless the applicant can demonstrate that other attempts at funding have been made.

## **7. Grant Spend**

### **7.1. Proof of Spend**

A recipient of a grant must provide evidence of how the grant was spent in the form of a written report, supported by financial evidence where available. The report must be received by the Clerk within 12 months of receipt of the grant.

The report will become a document available to public inspection under the provisions of Section 228 of the Local Government Act 1972 (as amended).

Failure to comply with this requirement may affect consideration of future grant applications

### **7.2. Acknowledgement of Grant**

Recipients of grants are asked to acknowledge Styal Parish Council's support on promotional material, press releases and/or stationery where appropriate.

## **8. Donations Application Requirements**

**8.1.** Applications for donations will not be considered unless the Styal Parish Council Donation Application form has been completed.

**8.2.** Applications for donations will normally only be considered from organisations whose work benefits Styal Parish and its residents.

**8.3.** Applications for donations from individuals cannot be considered

**8.4.** Donations which would benefit an individual resident of Styal may, under exceptional circumstances, be considered such as where a charity has been formed to raise funds for specialist equipment or treatment. The *charity* must apply for the donation and must satisfy the Council that it has already sought and received funding from other sources.

**8.5.** The total donation fund is £300 per year. A single organisation cannot apply for a donation exceeding £150

**8.6.** Payment for an approved donation application will be authorised as soon as is possible

**8.7.** Proof of spend is required in the form of invoices, or receipts, to illustrate that the donation was used for the approved purpose

## **9. Grants Policy Distribution and Maintenance**

**9.1.** The Clerk will retain the master copy of the policy

**9.2.** Copies of this policy will be distributed to all Styal Parish Councillors.

**9.3.** A copy of this policy will be made available to all grant applicants

**9.4.** The policy will be reviewed during the first year of each term of the Parish Council.