

Botus Fleming Parish Council

www.botusfleming.org.uk



Grants Policy

Introduction

Botus Fleming Parish Council will set aside a sum of money each financial year for grants or donations in accordance with the Local Government Act 1972 Section 137.

This document sets out the Parish Council's policy and procedure for grants and donations under the above Act. As the Council is funded by the residents in the Parish only limited funds are available.

Funding is aimed at assisting community and voluntary organisations located in the Parish and working for the benefit of the community. The process ensures that all Council award making decisions are open, transparent and fair. Local taxpayers need to know that public money is spent in a responsible fashion.

These conditions apply from the financial year beginning 2020/2021.

The current total overall budget for Grants and Donations is £600. This is split £250 for Grants and £350 for Donations.

The total figure available is agreed by the Council as part of the budget and precept process each financial year.

Terms & Conditions

The Council assesses applications objectively against a range of criteria. The following criteria will reflect the general indication of funding needs but is not exclusive.

Voluntary groups are defined as non-profit making organisations. These will be voluntary groups run by an unpaid Committee with a constitution and dedicated bank account.

The Parish Council welcomes applications from small or newly formed groups and those who may not have applied for funding before.

Grants are aimed at encouraging the local Community to deliver local projects to the residents. Principles are defined as:-

- Need for the grant and contribution to the local Community
- Improve the effectiveness of voluntary Community groups
- Ongoing evaluation of the grant outcome
- Identify the benefit to the Parish to enhance the environment

- Support to organisations providing support in respect to social and diverse economic needs
- Value for money
- Equality of access to funding
- There is no guarantee made that funding will continue year on year

Grant Eligibility

To be eligible for the award of a grant under Section 137 an organisation must:-

- Have a constitution and/or set of rules defining the objectives and operational procedures of the organisation
- Be able to provide a set of the most recent annual accounts and evidence that they have been audited and signed by an independent person, not in the group
- Have a bank account operated by two joint signatories
- Provide evidence that it is established for charitable, benevolent, recreational or social purposes.

Grant Funding considerations

The Parish Council uses the following criteria to decide on grant awards:-

- The group / organisation should have followed the grants process
- Meets the requirements for grant funding
- Impact of the grant on the local Community
- Evidence should be supplied that local people support the project
- Financial stability and viability of the group's project
- Confirmation as to whether funding has been applied for from other sources

In order to fully understand a project or activity, Parish Councillors may wish to visit the project, prior to commencement, and conduct a site visit when the project is underway.

Funding Statement

A grant can only be used for the purpose stated in the applications and the Parish Council reserves the right to reclaim any grant not being used for the specific purpose of the application. Grant donations will not be made for money already spent.

Approval can be sought should a group wish to alter the purpose of the grant. This request for approval must be made in writing to the Council for consideration.

Should evidence on what grant monies has been spent on be requested by the Council then the following information must be supplied in order for a report to be presented at the Annual Parish Meeting:-

- copies of invoices and receipts
- press releases and photos

Application Process & Timetable

Applications can be made between 1st April and 31st October annually.

Only one application from the same organisation may be considered during any one year, but further applications may be made in subsequent years.

The grant application form can be downloaded from the Council's website www.botusfleming.org.uk or are available by email from the Parish Clerk clerk@botusfleming.org.uk

It is a condition of the grant that the application form must be completed in full along with supporting information.

Grant applications are assessed by Councillors at a Public Meeting using a scoring matrix form. Public Meetings are held monthly, the fourth Wednesday of every month between April and October to receive applications.

Botus Fleming Parish Council reserves the right to donate money to organisations who do not directly approach the Council for a donation, by agreement at a Parish Council meeting.

All grants or donations will be at the discretion of Botus Fleming Parish Council, whose decisions are final. There is no right of appeal.

All applicants will normally be notified directly after the Public Meeting when the grant is assessed between October and November. Grant monies will be paid before the end of the financial year 31st March.

Successful applicants will receive their award usually in November / December of the year of the application.

Grants will only be paid by BACS payment, made out to the bank account of the named organisation.

Grant Restrictions

The Parish Council will not fund the following:-

- Organisations that do not provide a service to the Community of Botus Fleming and Hatt
- Organisations with restricted or closed membership
- Political groups or activities of a political nature
- Religious groups where funding is sought to promote religious beliefs
- Sports & Arts projects with no community or charitable status
- Welfare of animals
- Projects started before an application is assessed or equipment costs
- Support for individuals or private businesses
- Projects which support privately owned land
- Projects which are prime statutory duties of other Government bodies

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