

Document ID: BMK-PC10	Title: Grants Policy	 Broughton & Milton Keynes PARISH COUNCIL
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Reviewed by:	Cllr Tim Small	Date: 19 December 2018
Approved By:	Full Council	Date: 7 January 2019

Version No	Date Adopted	Next Review Date	Minute Number	Reason for Change (eg, full rewrite, amendment to reflect new legislation, minor change etc)
1.0	07/01/19	Nov 19	FC18/19-63(5b)	Full rewrite

1. PURPOSE & OBJECTIVES

- 1.1. Under the Local Government Act 1972 (as amended) the Parish Council is empowered to do anything (whether or not involving the expenditure, borrowing or lending of money or the acquisition or disposal of property or rights) which is calculated to facilitate, or is conducive or incidental to, the discharge of its powers. Therefore, the Parish Council can lawfully issue grants pertaining to its statutory powers.
- 1.2. **Section 137 of the Local Government Act 1972** (as amended) permits the Parish Council to spend a limited amount of money, as set out annually by the Government, for which they have no other specific statutory expenditure (refer to pages 63-69 in The Good Councillor's Guide for legal powers).
- 1.3. **Section 137 spending criteria consideration:**
 - (a) No other statutory powers apply;
 - (b) Expenditure is in the interests of, and will bring direct benefit to part/all/some of the residents of the parish;
 - (c) Direct benefit to residents is commensurate with expenditure.
- 1.4. In awarding grants the Parish Council's primary objective is to strengthen and enrich the local community and to provide opportunities for residents to benefit from education, sports, recreation, enjoyment of the environment, culture, art, history or health and wellbeing. To achieve this, it aims to:
 - (a) assist, develop and promote local voluntary and non-profit charitable organisations and campaigns, that bring incremental benefits to residents that do not already exist;
 - (b) ensure it benefits all sections of the community;
 - (c) ensure that these grants provide good value.

2. GRANT CATEGORIES

2.1 Community-General

Small one-off grants, typically under £1,000 each and awarded as 'start-up' or one-off funding for groups and community activities or for specific purposes, i.e. equipment. The Parish Council will not be providing any ongoing funding.

2.2 Community-Events: Grants towards specific annual events, celebrations and commemorations that bring the community together e.g. a community firework display.

2.3 Community-Programmes: focused, targeted programmes, which are set as strategic priorities by the Parish Council. Typically, these are of a significant scale and multi-activity and are likely to be initiated and potentially led by the Parish Council itself.

3. ELIGIBILITY

3.1 Any grant applications submitted to the Parish Council must directly benefit some or all of the residents of the parish. All applications must clearly demonstrate how this will be achieved.

3.2 The following criteria must be met for a group or project to be considered for a grant:

- (a) The group must be a non-profit charity, voluntary or community organisation;
- (b) The group must be able to demonstrate that any funding from the Parish Council will directly benefit the residents of the parish;
- (c) The group must be formally constituted and demonstrate that it has a level of management over and above only one individual;
- (d) That for Community General and Community Event grants, the Parish Council is unlikely to be the sole source of funding and then only in exceptional circumstances

3.3 Applications WILL NOT be considered from:

- (a) Organisations intending to support or oppose any particular political party or to discriminate on the grounds of race or religion or any category within the Equality Act 2010.
- (b) Upward funders; i.e. local groups whose fund raising is sent to their central HQ for redistribution;
- (c) Organisations that are solely generating profit and/or building up a surplus.
- (d) Individuals.

3.4 Applications from religious groups will be considered where a clear benefit to the wider community can be demonstrated irrespective of their religious beliefs.

3.5 Schools will only receive grants as part of a specific Parish Council community-wide project.

- 3.6 Applications from public sector education, health or social service organisations will be considered where the organisation can demonstrate that it is working in partnership with other groups and where there are benefits to the wider community within the parish.
- 3.7 Any grant approved must only be used for the purpose for which it was awarded and that any unspent portion of the grant must be returned to the Parish Council within twelve months from the date it was awarded.
- 3.8 Grants cannot be awarded after the relevant project or event has been completed.
- 3.9 Community grants will be limited to one per organisation per financial year unless there is exceptional justification for a second grant.
- 3.10 In the case of Community Event grants, applications for a grant should be made each year. However, the Parish Council can commit to support these for up to three years, subject to the grant application having a 'business plan' for that period and any conditions that the Parish Council may wish to put in place.
- 3.11 Community Programmes will be subject to a specific plan overseen by a Working Group or Committee of the Parish Council, and approved by the full Parish Council. This will include any specific aims, eligibility criteria, success measures and timelines as determined by the nature of the programme objectives.

4. AVAILABILITY OF FUNDING

- 4.1 The availability of funds to support voluntary activity is dependent on the Council's overall financial position and the choices it makes when allocating its resources as part of its annual budget setting. Current grant levels are not a guarantee of future funding levels.
- 4.2 Grants over a value of £1,000 may be made in scheduled payments during the financial year.
- 4.3 The Parish Council reserves the right to reclaim any grant not being used for the purpose specified on the application form. The Parish Clerk will, therefore, be allowed to verify that the monies have been spent accordingly.
- 4.4 Proper evidence of actual or estimated expenditure must be supplied to the Parish Council prior to the payment of any grant. If the Parish Council is not satisfied with the arrangements, it reserves the right to request a refund of monies awarded.
- 4.5 The size of any grant awarded is at the sole discretion of the Parish Council and reserves the right to refuse any grant application which it considers to be inappropriate or does not fall within the Parish Council's objectives.

5. APPLICATION & DECISION PROCESS

- 5.1 Applications for Community General and Community Event grants will only be considered when using the Grant Awarding Application Form. This asks for the specific information on which the Parish Council will base its decision and applicants are required to attend the meeting where it is being considered.
- 5.2 Grant applications will be decided by the full Parish Council. The Parish Council will make every effort to consider any grant application at its next meeting, unless a specific timetable has been set.
- 5.3 Applicants are usually informed within two weeks of the meeting of the decision
- 5.4 Applications are accepted at any time of the year however, grants are awarded on a 'first come; first served' basis and therefore, dependent on timing, grant funding may no longer be available in that financial year.
- 5.5 The Parish Council reserves the right to request any further information that it deems necessary to assist the decision making process.
- 5.6 Account will be taken of the amount and frequency of previous awards and of the extent to which funding has been sought or secured or is anticipated from other sources or own fund-raising activities (which must be declared).
- 5.7 The Parish Council may make the award of any grant subject to such additional conditions and requirements, as it considers appropriate.

6 ACCEPTANCE OF A GRANT

- 6.1 Accepting a grant award requires the recipient to adhere to the following performance and reporting criteria:
 - (a) Sign the Parish Council's Grants & Subsidies Terms and Conditions;
 - (b) Provide written acknowledgement of receipt of the grant payment; Sign a disclaimer releasing the Council from any responsibility for the event or activity and acknowledge that the grant does not imply or constitute any employee/employment relationship, agreement to act as an agent on behalf of the Parish Council or enter into a formal partnership.
- 6.2 The administration of and accounting for any grant is the responsibility of the recipient.
- 6.3 All grant recipients will be required to provide evidence of how the grant was spent.

- 6.4 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 invited to attend the next Annual Parish Meeting (at the discretion of the Parish Council) to discuss how the grant was used. The written report may take the form of an annual report or set of accounts which clearly identify the manner of spending. The written report must be deposited with the Clerk 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).

7 PROMOTION

Applicants must acknowledge the Parish Council in any publicity relating to the grant and must get prior approval from the Parish Council on the publicising details.

NOTE that the status of all our annual grants and projects will be reported under a standing agenda item on both full Parish Council meetings and at our Annual Assembly Meeting held each year.