

Breage Parish Council

Grants Policy and Procedure

Adopted at the Parish Council Meeting on 3 August 2021

Reviewed by F&GP Committee

Signed..... Chairman Cllr A E Woodhams

Background

A grant is any payment or gift made by the Council to an organisation for a specific purpose. 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 of some of it” and “the direct benefit should be commensurate with expenditure.” (Local Government Act 1972 section 137). Nothing contained herein shall prevent the 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 said provisions of the Local Government Act 1972, Section 137. Similar considerations will apply when considering applications for other grants where benefit should be direct to the whole of the Parish.

Scope of grants

Applications for a grant will normally only be considered if the outcome would benefit all of Breage Parish.

- For purchasing equipment either in part or in full.
- For activities that raise the profile of Breage Parish.
- For the start-up costs of an organisation.
- For hosting special events or celebrations.
- For the provision of recreational facilities.
- To promote the Arts within Breage Parish.

Applications will not be considered

- For grants to service general, non-specific, routine running costs.

Applications will not normally be considered from the following:

- Local or national groups or organisations unless there is a direct benefit to residents of Breage Parish.
- Organisations that do not provide a service to the residents of Breage Parish.
- General national appeals or charities unless there is a direct benefit to the residents of Breage Parish.
- Statutory organisations.
- Political groups or activities promoting political beliefs.
- Religious groups or the promotion of religious beliefs unless for the purposes of maintaining buildings or items which are part of the local heritage or where such buildings are used for community purposes or for the maintenance of Parish Clocks.
- Arts & sports projects with no community or charitable element.
- Individuals.
- Organisations that use the funding for profit or gain.

- Projects that discriminate on any ground

Policy Statement

1. The maximum grant payable is normally £1,000.
2. Organisations must be either non-profit or charitable. Applications will not be considered from private organisations operated as a business to make a profit or surplus.
3. Retrospective applications will not be allowed and only one application will be allowed in one year from any organisation
4. Emergency applications will be allowed at any time of the year by contacting the Parish Clerk. The Council may make the award of any grant or subsidy as it considers appropriate in the event of any unforeseen urgent event.
5. Ongoing commitments to award grants or subsidies in future years will not be made. A fresh application will be required each year.
6. The size of any grant awarded is at the sole discretion of Breage Parish Council.
7. Breage Parish Council may make the award of any grant or subsidy subject to such additional conditions and requirements, as it considers appropriate.
8. Ongoing commitments to award grants or subsidies in future years will not be made. A fresh application will be required each year.
9. The grant must only be used for the purpose for which it was awarded unless there is prior written approval of Breage Parish Council for the change.
10. Any unspent portion of a grant must be returned to the Parish Council by the end of the financial year in which it was awarded.
11. Grants will not be made to projects that discriminate on any grounds.
12. The Council reserves the right to refuse any grant application which it considers inappropriate and there is no right of appeal for any organisation that is not awarded a grant following an application.
13. The organisation awarded a grant will write to confirm receipt of any cheque issued for audit purposes.
14. Any shortfall in project costs cannot be met by Breage Parish Council.
15. The need to provide evidence of expenditure (receipted invoices) to the Clerk to the Council on completion of your project will be discretionary – based on the amount given and the purposes given.
(If required, this evidence of expenditure should be equal to, or more than, the total of the amount of the grant detailed on your application.)
16. Where funds are used to purchase equipment, the Council reserves the right to reclaim this equipment should the project terminate within 5 years of commencement (normally determined by the drawdown date of the funds).
17. The Organisation should acknowledge Breage Parish Council's support in all publications, and publicity regarding the project funded.
18. The Organisation should show the funding awarded separately in its published financial accounts.

When to apply

The Parish Council prepares its annual budget during November/December, with The Accounts Team meeting mid October to prepare its recommendations. Organisations should therefore apply by the first week of October in time to be considered for the main bids. Any award granted would become available for payment after April the following year. This is a competitive process against other bids and the quality of each bid is important.

Procedure

Application forms for grants are available from the Parish Clerk and may be forwarded to Breage Parish Council at any time; however, grants are normally only processed once per year. An Accounts Team meeting in mid-October each year will propose the amounts of grants to be awarded for later approval by the full Council. Successful applicants will be informed by the end of December. Once the Grants budget is set, the Parish Council will only consider emergency requests for grant assistance. Where a grant application is accepted and considered to be of an urgent nature; the grant may be paid before the start of the next financial year. The payment of any grant is currently only made by cheque.

Application

All applications for grants shall be made on the Parish Council's application form, which must be completed in full. Any questions must be fully answered and the following documentation must normally be provided at the time of the submission of the grant in order to enable proper consideration.

It is appreciated not all applications will be able to submit the required documentation and prior exemption from any part or parts of this must be obtained prior to the application being submitted.

- A. A copy of the organisation's constitution.
- B. A copy of the organisation's latest audited accounts, with the name and qualification of your auditor.
- C. A copy of its latest bank statement, showing any reserves.
- D. Two estimates/quotes for any purchases/activity.

The Parish Council will pay its contribution against an invoice for purchases and other works. If the invoice is less than the grant – then only the allocated grant money will be paid. Receipts for the grant money should be forwarded to the Parish Council.

Breage Parish Council Grant Application Form

Please complete or attach the relevant information and return to:
The Clerk, Breage Parish Council, Parish Rooms, Breage, HELSTON, TR13 9PD.
Tel: 01326 574781/07767165077 E-mail: breageparishcouncil@btconnect.com Please state or attach an explanation on the amount of grant requested, why you are applying for a grant and the potential benefits for the residents of the parish.

All requests must be accompanied by:

- A. A copy of the organisation’s constitution.
- B. A copy of the organisation’s latest audited accounts, with the name and qualification of your auditor.
- C. A copy of its latest bank statements, showing any reserves.
- D. Two estimates/quotes for any purchases/activity.

This application will not be accepted unless the organisation’s Equal Opportunities Policy is attached or the following (which is the Parish Council’s Equal Opportunities Policy) is signed as an acceptance of the principles: ‘To provide equal opportunities to all, irrespective of their gender, race, ethnic origin, disability, age, nationality, national origin, sexual orientation, religion, marital status or social class. We oppose all forms of unlawful and unfair discrimination.

Signed..... date.....

Are there any restrictions placed on who can use/access the services. YES/NO.

Please supply details of any restrictions.

restrictions.

Breage Parish Council Grant Application Form

Title/organisation:	
Amount of grant asked for:	
Contact details:	
Tel/email	
Details and information supporting the grant:	
Details of those who would benefit from the grant:	
List of supporting documentation quotes/estimates or other evidence supplied	
Details of any other grants applied for applicable to this project	

Any data that you provide will be retained and stored by Breage Parish Council in accordance with the General Data Protection Regulations (GDPR) 2018. Data collected for a grant application and authorised by Breage Parish Council will only be used for that purpose and may be used to keep you informed of progress.

Personal data and contact details will not be sold or given outside of Breage Parish Council. Please advise the Clerk if you do not wish your data to be retained and stored.