



Littlebourne Parish Council

Grant awarding policy

Context and introduction

This policy sets out the council's grant awarding policy to support local community organisations. The contribution made by organisations to the wellbeing of the community is recognised by Littlebourne Parish Council as important to our society. The purpose of any grant or subsidy given by the Council is to support initiatives in the local community and to help create opportunities for residents of Littlebourne that are not, as a matter of course, funded by the Council.

Littlebourne Parish Council sets aside a limited amount in its budget each year to allow donations to local organisations. Rent for good causes from the 4Villages shop association will be used first, then topped up by the precept as necessary.

Additionally the Chairman has an annual smaller allowance and may use part of this allowance for grant giving. (However, it is recommended that not all of this allowance should be used for grant giving as she may need this allowance to carry out her duties, such as entertainment.)

Powers

i) Specific powers

Littlebourne Parish Council has several specific statutory provisions for grant giving, such as, for example, under the following powers:

- Section 144 and 145 of the Local Government Act 1972 – encouragement of tourism, entertainment and the arts
- Section 19 of the Local Government MP Act 1976 – supporting local activity - Village Halls, Community Centres, Sports – equipment, buildings, staff and so on.

There are many specific powers, and these, such as those above must be relied upon in the first instance.

ii) Section 137

If the Council lacks a particular power the council may consider the use of the statutory power of Section 137 of the Local Government Act 1972 expenditure, where they have free resource to spend up to £8.41 per head of electorate on the electoral role on 1 January before the commencement of the financial year. (Note: this figure is index-linked and £8.41 applies to the year 2020-21).

Section 137 states “A local authority may incur expenditure which in their opinion is in the interest of, and will bring direct benefit to, their area or any part of it or all or some of its inhabitants.”

Section 137 expenditure must:

- be of commensurate benefit with the expenditure incurred
- be for charitable organisations
- be for public service
- be for public appeals
- be raised by the council on the precept
- not exceed the limit of expenditure per elector
- and requires Council Minute to record expenditure and shown separately in the council's financial records

and in order to use Section 137 the parish council must have funds in the Budget available.

Eligibility criteria

Grants cannot be made retrospectively and application must be made in advance of the project commencing.

Awards may be for start-up initiatives for new organisations/projects as well as grants for existing organisations.

Applications will be considered for day-to-day running expenses and individual projects.

Grants awarded must be:

- to benefit Littlebourne and its residents – and the application should demonstrate clearly how the grant will help and how many people will benefit
- For a specific purpose and which is not directly controlled or administered by the council.
- Not for an individual
- Not for religious purposes
- Not for political purposes
- Not for private organisations operated as a business to make a profit or surplus

The organisation will normally be expected to have clearly written aims and objectives, a written constitution and membership rules, copies of which should be submitted as part of the application. Any organisation working or in contact with children should also enclose a copy of their Child Protection Policy.

In addition, an organisation must demonstrate that it is properly managed and able to run its financial affairs responsibly. An acceptable way for the organisation to demonstrate this would be the submission of audited accounts or accounts that have been examined by a suitably qualified person, for the previous financial year, or in the case of a newly formed organisation, a detailed budget and business plan.

The organisation is required to have a bank account in its own name with a minimum of two authorised and unrelated representatives required to sign each cheque.

When to apply

Whilst ad-hoc requests can be made at any time, the parish council consider the next round of annual donations at their preparation to their annual budget in November. Ideally, organisations would write/apply in time for that – and monies would become available for payment in April the following year.

If the organisation has had a grant previously they are not guaranteed to receive financial support again, but are not excluded from applying again, but a fresh application will be required each time.

How to apply

Applications should be made in writing. Please apply to the Clerk for a standard application form or download one from the website at www.littlebourne-parish-council.co.uk This application includes requests for the following:

- A named contact within the organisation, the organisation name, and full contact details including preferred method and times of contact/availability
- Details of the project / grant requirement
- Overall cost of the project
- Amount sought
- Details of any other own or external funding
- Demonstrate clearly how the grant will help
- Detail how many people of Littlebourne will benefit
- Any other appropriate additional information that supports the application.
- A copy of the organisation's constitution and membership rules
- A copy of the Child Protection Policy (if applicable).
- Copies of audited accounts or accounts that have been examined by a suitably qualified person, for the previous financial year, or in the case of a newly formed organisation, a detailed budget and business plan.

Decisions

Decisions will be made by Littlebourne Parish Council. Initially, your application will be considered by a sub-committee of parish councillors, with their recommendations presented to full council for a final decision.

In order to fully understand your project or activity the Parish Councillors may wish to visit your project or activity, prior to the project or activity commencing. They may also wish to conduct a site visit once your funded project is underway.

The Council's decision is final and the Parish Council may decide not to enter into any further correspondence on the matter.

If the council is unable to offer grant support they may choose to offer space in the quarterly newsletter for the organisation to have an appropriate article on their work/project.

Due account will be taken of the extent to which funding has been sought or secured from other sources or own-fund raising activities. Further details of other organisations that may be supportive may be obtained from the Clerk to the Council.

The Council may make the award of any grant or subsidy subject to such additional conditions and requirements, as it considers appropriate.

The standard conditions of support are listed on the next page.

This policy was agreed and adopted by Littlebourne Parish Council at their meeting of

(date) ... 21 July 2011 and reviewed 6 September 2021

Signed
Chairman

Conditions of support

If your organisation is successfully awarded a grant you may be expected to adhere to all or some of the following conditions. Required conditions will be at the discretion of the Council and take into account your organisation's individual circumstances.

- In order to fully understand your project or activity the Parish Councillors may wish to visit your project or activity, prior to the project or activity commencing. They may also wish to conduct a site visit once your funded project is underway.
- As a minimum, you will write to confirm receipt of the cheque for audit purposes, or as the cheque is handed over you will sign a form or receipt at the same time.
- Funding must only be used for the purpose agreed with Littlebourne Parish Council and if the monies are not spent on the items agreed, it must be returned
- Appropriate procurement must be adhered to, if appropriate - please liaise with the clerk to the Council.
- Funding must be spent within the financial year awarded and cannot be added wholly or partly to your reserves
- If your project costs are more than you anticipated on your application any shortfall must be met by you – Littlebourne Parish Council will not be in a position to make up any shortfall
- 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.)
- Any unused funds at the end of the financial year in which the grant is paid out must be returned to Littlebourne Parish Council.
- You must acknowledge Littlebourne Parish Council's support in all publications, publicity and annual reports
- You should show the funding awarded separately in your published financial accounts and Littlebourne Parish Council should have access to your financial records, on request, where appropriate
- A representative of your organisation would give a report back at the Annual Parish Meeting of local organisations (held on an evening between March and May each year) on how you spent the money and how your project went.