

BASSINGBOURN-CUM-KNEESWORTH PARISH COUNCIL

GRANTS AND DONATIONS POLICY

This Grants and Donations Policy was adopted by the Parish Council at its Meeting held on 21 May 2019.

The Parish Council regularly receives requests for grants and donations from a variety of organisations and the aim of this Policy is to encourage and support activities and projects which will benefit the Parish of Bassingbourn-cum-Kneesworth whilst respecting the regulatory framework within which the Parish Council must operate.

1. Points of principle

- 1.1 Grants and donations are awarded to benefit the Parish of Bassingbourn-cum-Kneesworth only and are funded directly from the Parish Precept (i.e. the contributions made by residents via Council Tax).
- 1.2 A grant is awarded for a particular defined purpose only.
- 1.3 A donation is awarded for general purposes.
- 1.4 Section 137 of the Local Government Act 1972 places restrictions on Parish Councils when it comes to making grants to other organisations or bodies where no other statutory power covers the payment in question.
- 1.5 One of those restrictions requires that such expenditure “.....is in the interests of, and will bring direct benefit to, their area or any part of it or all or some of its inhabitants....”
- 1.6 Such expenditure is limited by law per year to a figure calculated by reference to an amount per head of the electorate on the electoral role on 1st January before the commencement of the relevant financial year. The figure is index-linked and for 2018/19 is £7.86 per elector.
- 1.7 It is this power which enables the Parish Council to provide funding to local organisations, but one of the most important restrictions (as underlined above) is that a grant cannot, for example, be made to an individual for their own use, no matter what use and how good a cause that use may be.
- 1.8 Grants/donations cannot therefore be made (by way of example) for the following:
 - 1.8.1 support for individuals or private business projects;
 - 1.8.2 to fund political activities;
 - 1.8.3 projects that are the prime statutory responsibility of other government bodies;
 - 1.8.4 projects that improve or benefit privately owned land or property; and
 - 1.8.5 projects that have already been completed or will have been by the time the grant is made.
- 1.9 However, the Parish Council recognises that in certain circumstances a grant can be paid to an individual where that individual is carrying out a service which benefits the Parish. For example, a Community First Responder (a NHS trained volunteer) whose role is to be the first on the scene as the result of an emergency call within a designated area (e.g. the Parish) to provide immediate life-saving support and who is required to raise funding to contribute towards the cost of the necessary equipment.

2. Grant and donation policy statement

- 2.1 As mentioned above, any grant made by the Parish Council must directly benefit the Parish of Bassingbourn-cum-Kneesworth and its Parishioners and the Parish Council will need to be satisfied in this regard.
- 2.2 All proposed expenditure must be detailed in the Parish Council's annual budget meeting (held in October each year, to enable calculation of the Parish Council's precept (see below).
- 2.3 The organisation making a grant request should:
 - 2.3.1 be a non-profit making voluntary organisation where membership is open (i.e. no discrimination of membership on grounds of sex, race, religion etc.) and which is established for charitable, benevolent, social, cultural, recreational or philanthropic purposes;
 - 2.3.2 have a constitution, or set of rules, which define its aims, objectives and operational procedures;
 - 2.3.3 be able to provide a copy of its latest annual accounts and/or most recent bank statement; and
 - 2.3.4 have a bank account operated by a minimum of at least two joint signatories.
- 2.4 The Parish Council will not fund events, activities or projects which can be funded by the relevant participants or which can or will be self-supporting by means of donations, or grants from other organisations etc.
- 2.5 The Parish Council will therefore consider applications for funds in situations:
 - 2.5.1 where there is no other way of obtaining the relevant funds;
 - 2.5.2 the funds will enable the relevant group or organisation to access or "unlock" funds or assistance from third parties; and
 - 2.5.3 monies have been donated or raised but these are insufficient and funds are needed to bridge the resulting gap.
- 2.6 The Parish Council will endeavour to provide assistance and support, where appropriate, to groups and organisations in the Parish wishing to access grants and other funds from third parties and local authorities.
- 2.7 The Parish Council will assess applications with particular reference to the number of Parishioners likely to benefit, or whether any particular category of Parishioners would receive specific benefit (e.g. children, the elderly, persons with any form of disability etc.).
- 2.8 Where a request for a grant/donation is agreed, the Parish Council shall determine the amount, using the figure stated by the applicant as a guide only.
- 2.9 The grant or donation shall be used only for the stated purpose otherwise the monies must be returned to the Parish Council.
- 2.10 Any unused funds at the end of the financial year in which the grant is paid out must be returned to the Parish Council.
- 2.11 The support of the Parish Council must be acknowledged in any publicity materials.

2.12 Those receiving a grant or donation shall if requested by the Parish Council provide written feedback explaining how the grant/donation has benefited their group/organisation. If feedback is required, this will be communicated in the decision letter.

2.13 The Parish Council reserves the right to request repayment of any grant/donation where an applicant does not comply with the conditions set out in paragraphs 2.9 - 2.12 (inclusive) above.

3. Applications

3.1 All applications for grants or donations should be made in writing to the Clerk to the Parish Council, who shall arrange for those applications which meet the criteria set out above to be considered at the next meeting of the Finance and General Purposes Committee of the Parish Council.

3.2 Subject to paragraph 3.4 below, the grant available is limited to a maximum of £1,250 per application.

3.3 Subject to paragraph 3.4 below, only one grant will be given to any group or organisation, or for any particular purpose, in any financial year (1st April to 31st March).

3.4 If the Parish Council considers that there are exceptional circumstances it can in its absolute discretion decide to exceed the limits in paragraphs 3.2 and 3.3 above.

3.5 Grants cannot be awarded after the relevant event or project has been completed.

3.6 Applicants must complete the Parish Council's application form (see below).

3.7 Applications which are approved at a meeting of the Finance and General Purposes Committee will be submitted to for ratification at a meeting of the Parish Council; applicants will be notified in due course.

3.8 Successful applicants shall provide full details of to whom payment should be made and must acknowledge receipt of the payment in writing.

3.9 As the Parish Council's ability to make grants/donations is subject to an annual maximum (see above), submitting an application is a potentially competitive process against other applications and the quality of each application is therefore important.

3.10 All applications will be treated equally.

3.11 If an organisation has received a grant previously they are not guaranteed to receive financial support again, but are not excluded from applying again. A new application will be required each time.

3.12 Whilst ad-hoc requests can be made at any time, there is no guarantee that any funds will remain available.

4. When to Apply

The Parish Council prepares its annual budget during November/December in a particular year. Organisations should therefore write/apply to the Parish Council by the end of the October of that year. Any award granted would become available for payment after April the following year.

5. General

- 5.1 The Parish Council's decision concerning any application is final and there is no right of appeal.
- 5.2 The Parish Council reserves the right to decline any application without giving reasons for its decision.
- 5.3 The Parish Council will not commit to any continuing expenditure.
- 5.4 Nothing in this Policy prevents the Parish Council from providing a grant for donation to a group, organisation or project without application where the Parish Council considers that the giving of such a grant or donation will bring benefits to residents of the Parish.
- 5.5 Where a Member of the Parish Council is a member of a group/organisation applying for funding, that Member must declare, in accordance with its Code of Conduct, an interest in the matter and refrain from voting.

BASSINGBOURN-CUM-KNEESWORTH PARISH COUNCIL

APPLICATION FOR GRANT/DONATION FOR VOLUNTARY ORGANISATIONS

(Local Government Act 1972, Section 137)

Please note that this application will not be considered unless it is accompanied by a copy of the latest set of annual accounts showing the organisations income, expenditure and level of balances. If the organisation does not prepare annual accounts, copies of the bank statements covering the previous six months should be enclosed.

	Description	Details
1.	Name of Organisation	
2.	Name, Address and Status of Contact	
3.	Telephone Number of Contact	
4.	Is the Organisation a Registered Charity?	Yes: Please state Registered Charity Number: No
5.	Amount of grant/donation requested Should your application be successful please complete your bank details below for electronic payment: Bank Sort Code Number Bank Account Name Bank Account Number	£
6.	For what purpose or project is the grant/donation requested?	

7.	What will be the total cost of the above project?	
8.	If the total cost of the project is more than the grant/donation, how will the residue be financed?	
9.	<p>Have you applied for grant/donation for the same project to another organisation?</p> <p>If so, which organisation and how much?</p>	
10.	Who will benefit from the project?	
11.	Approximately how many of those who will directly benefit are parishioners?	

You may use an additional sheet of paper to submit any other information which you feel will support this application.

Signed.....Date.....