

POULSHOT PARISH COUNCIL

Grant and Donation Policy

The aim of the Parish Council's Grants Scheme is to promote an active community in Poulshot. The Parish Council recognises and supports the valuable contribution made by the voluntary sector to the wellbeing of the community. We provide financial support for community organisations working for the benefit of Poulshot parishioners, with the intention of improving the range of services and activities in the Parish.

The wording of Grants and Donations covers monetary funding from two sources:

1. The Parish Council's annual budget
2. The Community Fund reserve.

Poulshot Parish Council meets during the year to consider applications for Grants and Donations, working to a predetermined criterion.

Grants for consideration should be submitted to the Parish Council at least eight (8) working days prior to the date of the meeting. Meeting dates are available from the Parish Council's website – www.poulshot.org.uk.

Once submitted to the Parish Council, all applications will be scrutinised using a authorised points-based assessment system to assist Members in reaching their decision.

Who can apply for a grant?

The scheme provides start-up grants for new organisations as well as grants to existing organisations. The organisation must be based in Poulshot or the surrounding area and must be able to demonstrate that it benefits a significant number of people living in Poulshot and how.

Below, examples are given of types of organisations to which grants may be given:

- Charitable Organisations
- Youth/Senior Citizen Groups
- Sports Clubs and Arts Groups
- Advice Organisations
- Organisations assisting the Disabled

What can grants be used for?

Grants can be used for capital projects (e.g. lasting assets) or for running costs. Examples of what grants might support include:

- Equipment

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- Development
- Projects
- Community Events

How much grant is available?

Only one application from any group or organisation will be considered by the Parish Council in each financial year (1 April – 31 March). Should groups/organisations wish to apply for a grant for several activities over the course of the year these should be amalgamated into one application.

The Parish Council maintains and publishes a register of successful applicants to prevent multiple awards each year. The total amount of grants made in any one year will be restricted to the amounts set out in the Parish Council's annual budget and awarded under the General Power of Competence or where applicable Sections 137 and 145 of the Local Government Act 1972. However the Council reserves the right to consider further applications to be funded from the Community Fund where appropriate.

The Council can give variable grants. The maximum amount that can be applied for from the Parish Council per application is £500.

A higher grant can be awarded if the Council deems it; however, the annual grants budget is limited and therefore if the amount requested is larger than the budgeted funding available and does not score fully on the Grant Criteria and is not appropriate to be funded from the Community Grant it will be declined.

It is important that all questions on the application form are answered as fully as possible to provide a detailed picture of the activities of your organisation within the Parish.

Because these funds are for projects that will benefit Poulshot Parish residents, there are some cases where we are unable to provide grants, including:

- general appeals (e.g. national/international disasters);
- national organisations without a locally based group;
- individuals (e.g. sponsorship for individual sportsmen and women)
- to 'branches' that could be funded by their main organisation
- commercial enterprises which aim to generate a profit
- projects with party political links
- projects which discriminate on the grounds of age, colour, impairment, marital status, lifestyle and culture, nationality, race, gender, or sexuality, or on the grounds of economic or social status.
- services which should be provided by statutory funding
- projects considered to be the responsibility of the principal authority
- for buildings that are uninsured

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How do I apply for a grant?

Applicants are required to supply a completed application form (available from the Parish Council's website www.poulshot.org.uk). Applications should be accompanied by the documentation below (where this is not possible for smaller or new groups, a statement of value and need will be required):

- in the case of a longstanding organisation or charitable trust, audited accounts or accounts that have been independently examined by a suitably qualified person, for the previous financial year.
- in the case of a newly formed organisation an accounts statement/report from the treasurer etc would be acceptable together with a bank statement, budget and organisation/group bank account details).
- a statement in support of your request (including photographs and plans if applicable).
- a copy of your organisation's constitution. Where this is not possible due to a newly formed group, a statement of need and value to the community will be acceptable.
- all organisations should have been in existence for a period of at least six months and should have a bank account in its own name with at least two authorised representatives required to sign each cheque.
- if an organisation is newly formed and the above is not possible, the council will work with you to protect each party and endeavour to find suitable arrangements.
- copy of Safeguarding Policy and explain safeguarding arrangements where the application shows there will be working with vulnerable groups or individuals.

The Parish Council reserves the right to request any additional information to aid determination of the grant.

All applicants completing an application form will be deemed to have read and agreed to the requirements outlined in this Policy. Should the applicants be unable to provide the necessary documents they will be considered on an individual basis and the Parish Council reserves the right to request further information to determine the applicant's integrity and shall defer the grant until such further information is available.

All sections of this application form must be completed and returned with the necessary documentation not later than 8 working days prior to the meeting of the Parish Council. Applications received after that date will be carried forward to the next meeting.

Applications will be considered under one of the following categories;

- **Village Residents and Groups**

To support and benefit the whole community where required when in agreement with this policy.

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- **Arts and Culture**

To support community involvement in local arts and cultural activities and to promote cultural services which benefit the Parish of Poulshot.

- **Sports and Recreation**

To support community participation in local sports and leisure activities to enable clubs to develop and improve the sporting infrastructure.

- **Highways and Transport**

To facilitate access and sustainable transport schemes by community and voluntary activity and promote cycling schemes.

- **Enhancing the Environment of Poulshot**

To improve the environment of Poulshot, safeguard and enrich its heritage resources/bio-diversity and to sustain community life (e.g. nature conservation, recycling, local history).

- **Community Events**

To support residents in the funding of national celebratory and Commemorative events.

Eligibility Criteria for Funding and Conditions attached to Funding

The Grants and Donation Scheme is unable to support:

- costs of routine maintenance and repair of equipment (unless in exceptional circumstances).
- salary or routine administration costs
- individuals
- hospitality.

Applicants should be aware:

- if the project is relying on funding from the Parish Council, it should not be started until the award of a Grant or Donation has been confirmed in writing.
- If a project has already started, it cannot be funded through this scheme, Grants will not be awarded retrospectively.
- Grants may be for less than the amount requested.
- If the group is unable to use the grant for the stated purposes and within the stated timescale, monies must be returned to the Parish Council.
- The Grant must be used only for the purpose for which the application was made.
- To support the grant, the Parish Council will ask for an end of project report. Where projects extend beyond a 12-month period, an interim report will be required.

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- Awards for funding which are not for projects within the current financial year will be considered on a case-by-case basis.
- In exceptional circumstances an extension to the funding period may be requested in writing and determined by the Parish Council
- The Council's decision will be final

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PLEASE READ THIS PRIOR TO COMPLETING YOUR APPLICATION

To avoid the Council making inappropriate grants of public funds it is a requirement that the following documents must accompany your application*

For a long-standing organisation, the following: -

- a) A copy of your organisation's constitution.
- b) Copies of your organisation's audited or independently examined accounts and balance sheet, together with up-to-date statements of all current and investment account balances held by the group if the accounts are for a period ending more than six months prior to the application date. (Independent checks can be carried out by anyone not associated with your organisation. The accounts then need to be signed and dated by that person).

For newly formed organisations; -

- a) In the case of a newly formed organisation, a need and value statement along with budget plan and recent bank statement (if available) must be submitted.

For all organisations where the grant is for working with children and vulnerable members of the community.

A copy of your organisation's safeguarding procedures along with an explanation of how you keep people safe must be submitted.

*Should the applicants be unable to provide the necessary documents they will be considered on an individual basis and the Parish Council reserves the right to request further information to determine the applicant's integrity and shall defer the grant until such further information is available.

The Parish Council is committed to operating within an equality, diversity and inclusion frame. If you are a newly formed group, you may want to use the following equal opportunities statement until you develop your own.

This group/project is committed to working in a way which values and treats all people with respect and dignity, and celebrates diversity. The group/project, through its practices, will ensure that no member, service, user, employee, volunteer, job applicant will receive less favourable treatment or suffer unlawful discrimination due to age, disability, gender reassignment, marriage or civil partnership, pregnancy and maternity, race, religion or belief, sex, sexual orientation, or on the grounds of economic or social status

Adopted and approved at meeting on 10th January 2023

Recommended to be reviewed 2024