

HULLAVINGTON PARISH COUNCIL

GRANTS AND DONATIONS POLICY

1. DEFINITION

1.1. A grant may be awarded by Hullavington Parish Council for a particular defined purposes which will benefit the Parish or Residents of the Parish and is not directly controlled or administered by the Parish Council.

2. POLICY

2.1. Each year Hullavington Parish Council determines and agrees the budget for the next financial year. It is during this process the Parish Council agrees how much of the budget can be used to award grants.

2.2. Any grant made by the Parish Council must directly benefit the Parish of Hullavington and its Parishioners. The Parish Council will not normally make grants or donations to individuals except where those individuals provide services to the Parish or Residents of the Parish that would otherwise be chargeable.

2.3. When awarding a grant there must be a direct community benefit. Thus, the Parish Council cannot for example make a grant to a disaster appeal unless the disaster in some way affects the Parish or a substantial number of Parishioners.

2.4. All proposed expenditure must be detailed in the Parish Council's annual budget to enable the Parish Council to calculate the budget for the coming year.

2.5. All organizations/groups making a grant request should be properly constituted, non-profit making and voluntary where membership is open to all (i.e., no discrimination or restrictions of membership).

2.6. The Parish Council will not fund events or activities which can be funded by the relevant participants, or which can or will be self-supporting by means of donations or grants from other organizations.

2.7. The Parish Council will consider applications for funds in situations as follows:

- i. Where there is no other way of obtaining the relevant funds;
- ii. The funds will enable the relevant organization or group to access or "unlock funds or assistance from third parties"; and
- iii. Monies have been donated or raised but these are insufficient, and funds are needed to bridge the resulting gap.

2.8. The Parish Council will endeavor to provide assistance and support where appropriate to organisations and groups in the Parish wishing to access grants and other funds from third parties and local authorities.

3. APPLICATIONS

3.1. All applications for grants or donations shall be made in writing to the Clerk to Hullavington Parish Council, who shall arrange for those applications which meets the Council's criteria to be considered at the next Parish Council meeting.

3.2. The grant/donation available is a normally limited to a maximum of £100. However, Hullavington Parish Council reserves the right to consider larger applications.

3.3. Organizations/Groups requesting financial assistance for amounts in excess of £500 is required to submit its application by 1st November, at the latest, in the year preceding its funding requirement.

3.4. If the Council considers that there are exceptional circumstances, then it can decide to exceed the limits in (paras 3.2. and 3.3 above).

3.5. Only one grant/donation will be given to any organization or group, or for any particular purpose in any financial year. (1st April to 31st March).

3.6. Ongoing commitments to award grants in future years will not be made. A fresh application will be required each year.

3.7. Grants/donations cannot be awarded after the relevant event or project has been completed.

4. CRITERIA

4.1 Requests for grant funding will be assessed against a set of criteria including:

- Does the Pariah Council have a power to make the grant?
- Does the application benefit the Parish or Residents of the Parish, such as;
 - To enable local people to participate in voluntary groups and activities.
 - To help the Parishes' voluntary groups to improve their effectiveness.
 - To ensure the provision of services, needed by the residents.
 - To improve or enhance the training and support for volunteers.
- Are the outcomes sought realistic and achievable?
- Does the application provide value?

5. CONDITIONS

5.1. Where a request for a grant/donation is agreed, the Council shall determine the amount, using the figure stated by the applicant as a guide only. There should be no expectation by the applicant that the Parish Council will provide full funding of any request.

5.2. In all cases the benefits obtained by the grant must be commensurate with expenditure incurred.

5.3 The Parish Council may impose condition on any grant or donation at its absolute discretion.

5.4. The grant or donations shall be used only for the stated purpose otherwise the monies shall be repaid to the Council, except where the Council's prior written consent has been given for the funds to be used for another purpose.

5.5. Unless otherwise agreed grants must be spent within 1 year of award. Any unspent monies left after this time must be returned. Should for any reason the organisation disbands, or the project is not completed the Council may ask for all or part of the monies to be paid back.

5.6. Recipients are responsible for ensuring that they are in compliance with all applicable legal and statutory requirements (including those relating to planning permission, health and safety and equalities).

5.7. In order to receive payment organisations/group must have a bank account into which grants can be paid, payments will not be made to private individuals.

5.8. The Council may request that applicants provide written feedback explaining how the grant/donation has benefited its organization/group. If feedback is required, this will be communicated in the decision letter.

5.9. The Council reserves the right to request repayment of any grant/donation where an applicant does not comply with any conditions.

6. NOTES

6.1. It is not just the role of the Council to award grants. Where possible it actively encourages organisations and groups to seek grants from other agencies to finance projects.

6.2. The Council's decision is final and there is no right of appeal.

6.3. The Council reserves the right to decline any application without giving reasons for its decision.

6.4. The Council will not commit to any continuing expenditure.

6.5. Nothing in this Policy prevents the Council from providing a grant for donation to a group, organisation, or project without application where the Council considers that the giving of such a grant or donation will bring benefits to residents of the Parish.

6.6. Where a Member of the Council is a member of an organisation/group applying for funding, that member must declare, in accordance with its Code of Conduct, an interest in the matter and refrain from voting. Advice may be sought from the Monitoring Officer should the Parish Council consider disclosure of interest has not been made.

7. SUCCESSFUL APPLICATIONS

7.1. A grant award must only be used for the purpose stated on the application.

7.2. Organisations/groups receiving grants is required to advise their users/members that the grant or equipment had been received from Hullavington Parish Council.

7.3. Where appropriate, the Parish Council will affix a label to equipment. Where equipment is gifted to an organisation, the Parish Council may require as a condition of the grant that it be insured and maintained at the expense of the organisation/group or users.

HULLAVINGTON PARISH COUNCIL GRANT APPLICATION FORM

Please complete this form and attach the relevant information and send to:

The Clerk to the Parish Council.

Application from:

Name of Organisation/Group	
Contact details: Position within Organisation/Group: Telephone: e-mail:	
Is your Organisation/Group a Registered Charity?	
If yes – Charity Number:	
Project for which grant is required:	
Total cost of project	
Have any grants been requested from other sources?	
If successful - amount of other grants:	
Amount of grant requested from PC:	
When are funds required?	

Please attach a detailed statement in explanation of the purpose for which any grant is to be used, why the organisation/group is applying to the Parish Council for a grant and the anticipated benefits for the residents of the parish.

State the number or percentage, or an estimate thereof, of members that belong to the Organisation/Group and live within Hullavington Parish.

Included a copy of the last year end accounts state any restrictions placed on who can use/access the services.

This application will not be accepted unless the Equal Opportunities Policy of the organisation is attached or the following (which is the Parish Council's equal opportunities statement) is signed as an acceptance of the principles.

"Hullavington Parish Council is committed to equal opportunities for all sectors of the community. It is the policy of the Council to ensure that no service user, employee, job applicant or other person associated with or funded by the Council receives less favourable treatment on the grounds of age, colour, impairment (disability status including HIV status), marital status, nationality, "race", religion, sex or sexuality."

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

Statement of understanding. I have read and understood the Hullavington Parish Councils Grant Policy and Procedure information and if a grant is awarded the organisation/group agrees to abide by the conditions outlined.

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

Position in the organisation/group.....

Document Reviewer	Proper Officer Acceptance	Date of Acceptance
Responsible Finance Officer and Clerk, Sharon Neal Graeme Slaymaker Chairman Andrew Maltby Vice Chairman	Sharon Neal Clerk	July 2024