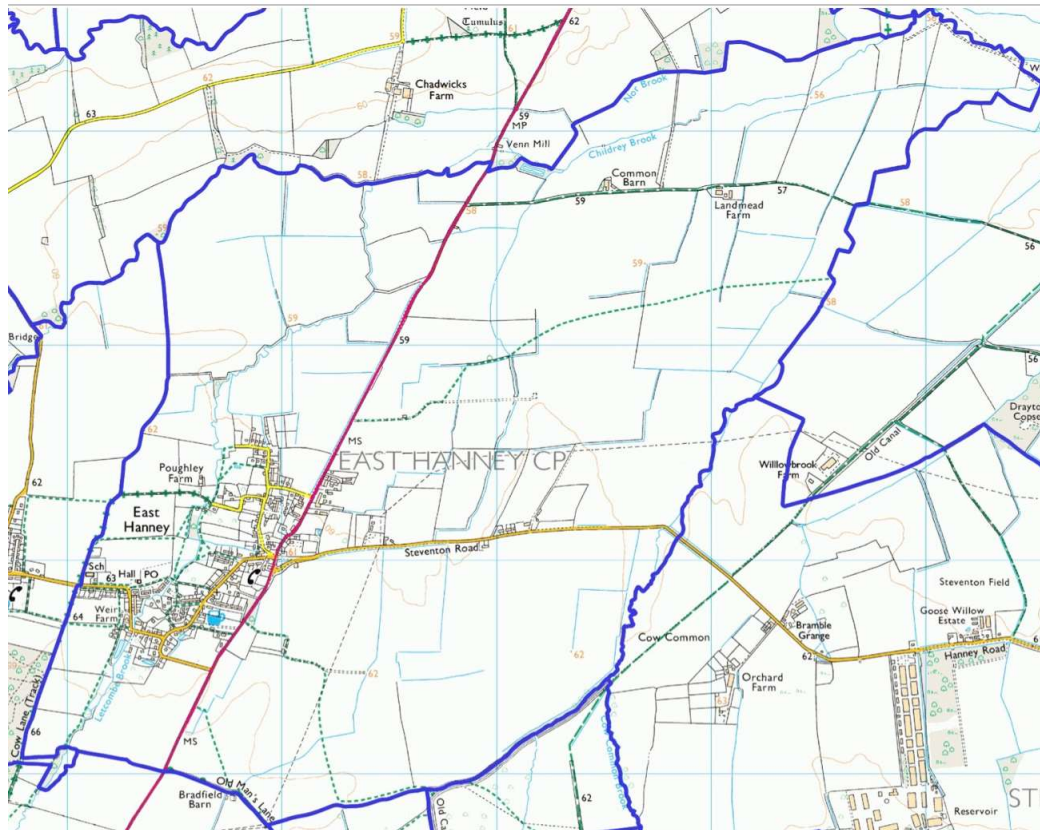


## East Hanney Parish Council Grants Policy



This policy was accepted by East Hanney Parish Council at its meeting held on  
**4<sup>th</sup> March 2020.**

	Name	Signature
Chairman	Stephen McKechnie	
Clerk	Guy Langton	



## **GRANTS POLICY.** A policy for dealing with and determining grant applications

### **1. Definitions**

- a. A grant is awarded by East Hanney Parish Council for 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. Powers**

- a. The Parish Council has powers to award grants to local community organisations and charities. Depending on what the grant is for, the individual power is either listed in "[The Powers of a Parish Council](#)" on the Council's website under the heading "The Council".
- b. If not covered under these powers, can be granted under Section 137 of the Local Government Act 1972 (the 1972 Act). The law requires that Section 137 grants must be "in the interests or will directly benefit the area or its inhabitants, or part of it, or some of it" and "the direct benefit should commensurate with expenditure". Similar considerations will apply when considering applications for other grants.
- c. Section 137(4)(a) of the 1972 Act for Parish Councils in England is defined annually by the relevant Government Ministry or Department and provides a cap for such grant funding. This cap should not be exceeded.

*For example, in 2020-21:  
£8.32 per elector  
894 electors (at 31 January 2020)*

*The calculation used is:  
8.32  
849 x  
£7,063.68*

- d. The Section 137 ruling which is capped can be superseded if East Hanney Parish Council gains the General Power of Competence.

### **3. Background**

- a. Any grants made available are funded directly from the Parish's general funds. The Parish Council receives other monies from the leasing of property which may be used for the purpose of awarding grants.
- b. Whilst the Parish Council may receive other grants, Section 106 or Community Infrastructure Levy funds, these cannot be used to fund grant/donation applications.



#### **4. Policy**

- a. Every December/January East Hanney Parish Council determines and agrees the budget for the next financial year. It is during this process East Hanney Parish Council agrees how much of the precept to use to award grants.
- b. Any grant made by the Parish Council must directly benefit the Parish of East Hanney and its Parishioners. The Parish Council cannot make donations to individuals without being able to exercise the General Power of Competence. When awarding a grant to an individual best practice would be to award the grant if there is direct community benefit. (The Parish Council cannot for example make a grant to a disaster appeal unless the disaster in some way affected the Parish or a substantial number of Parishioners.)
- c. All proposed expenditure must be detailed in the Parish Council's annual budget to enable the Parish Council to calculate the precept.
- d. The organisation/group making a grant request should be a non-profit making voluntary organisation where membership is open (i.e. no discrimination of membership on grounds of race, sex or religion etc.)
- e. 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 organisations.
- f. The Parish Council will consider applications for funds in situations:
  - i. Where there is no other way of obtaining the relevant funds
  - ii. The funds will enable the relevant organisation or group to access or "unlock funds or assistance from third parties
  - iii. Monies have been donated or raised but these are insufficient, and funds are needed to bridge the resulting gap.
- g. The Parish Council will endeavour 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.

#### **5. Applications**

- a. All applications for grants or donations shall be made in writing on the Application Form (appendix 1) to the Clerk to East Hanney Parish Council, who shall arrange for those applications which meets the Council's criteria to be considered at an appropriate meeting of the Council.
- b. The grant/donation available is a limit is to a maximum of £500. East Hanney Parish Council reserves the right to consider larger applications via Section 137



of the Local Government Act or to exercise the General Power of Competence if the Council is eligible to do so.

- c. Only one grant/donation will be given to any organisation or group, or for any particular purpose in any financial year. (1<sup>st</sup> April to 31<sup>st</sup> March).
- d. If the Council considers that there are exceptional circumstances, then it can decide to exceed the limits in b. and c. above.
- e. Grants/donations cannot be awarded after the relevant event or project has been completed, unless for ongoing provision of services beneficial to the community.

## **6. Conditions**

- a. Members of the Council will assess applications with particular reference to the benefit to East Hanney residents. Members of a Committee will make a recommendation to Full Council as to whether to award a grant or not.
- b. Where a request for a grant/donation is agreed, the Council shall determine the amount, using the figure requested by the applicant as a guide only.
- c. The grant or donations shall be used only for the stated purpose otherwise the monies shall be returned to the Council, except where the council's prior written consent has been given for the funds to be used for another purpose.
- d. The Council may request that applicants provide written feedback explain how the grant/donation has benefited their organisation/group. If feedback is required, this will be communicated in the decision letter.
- e. The Council reserves the right to request repayment of any grant/donation where an applicant does not comply with these conditions.

## **7. Notes**

- a. The Council's decision is final and there is no right of appeal.
- b. The Council reserves the right to decline any application without giving reasons for its decision.
- c. The Council reserves the right not commit to any continuing expenditure.
- d. 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.



- e. 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.

## Appendix 1: East Hanney Parish Council Grant/Donation Application Form

Please note that this application may not be considered unless it is accompanied by a copy of the latest set of 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 must be enclosed.

By signing this form you are confirming that you are consenting to East Hanney Parish Council holding and processing your and your organisation's data relating to the grant application for as long as required.

	Description	Details
1.	Name of the organisation/group.	What does your organisation do?
2.	Name of person completing this application form.	Name of second person if required.
3.	Your role within the organisation/group.	
4.	Contact details: <sup>FLD</sup> <sub>SEP</sub> Organisation/Group address or your address:	
	Post code:  Tel:  Email:	



	Description	Details
5.	<p>Is your organisation/group a registered charity?</p> <p>If yes, please provide the charity number.</p>	Charity no:
6.	<p>Amount of grant/donation are you requesting?</p> <p>£ _____</p> <p>Please provide your bank details which we will use if your grant is successful.</p> <p>Sort Code:</p> <p>Account No:</p> <p>Name of Bank:</p>	Please provide details on how your grant will be used.
7.	<p>What is the total cost of the project, activity or provision of service or any other reason for applying for a grant?</p> <p>£ _____</p>	How will any shortfall be met? <b><i>Please include details of any other grants you have received and the amount.</i></b>
8.	<p>Who are your main beneficiaries?</p> <p>How many people will benefit?</p> <p>How many parishioners of East Hanney will benefit?</p>	How will your beneficiaries benefit by you receiving a grant from the Parish Council?
9.	Signed:	
	Date:	

***Please provide any other information to support your application on a separate sheet.***