

KELBROOK AND SOUGH PARISH COUNCIL

Council Grants and Donations Policy

Policy Adoption

Adopted by: Kelbrook and Sough Parish Council

Chair: Sharon Ashley

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Next Review Date: September 2024

Minute Reference: Item 14

KELBROOK AND SOUGH PARISH COUNCIL

Council Grants and Donations Policy

1. Definitions

- 1.1 A grant is awarded for a particular defined purpose. A donation is awarded for general purposes. Both are awarded for local Parish activities only.

2. Power

- 2.1 The Parish Council may receive requests for grants and donations from a variety of organisations and the aim of the Policy is to encourage and support activities and projects which will benefit the Parish of Kelbrook and Sough.
- 2.2 Section 137 of the Local Government Act 1972 places restrictions on Parish Councils when it comes to making grants to other organisations or bodies.
One of those restrictions (paragraph 1 of Section 137) 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....”
Organisations, eg; Pre-School Groups, Scout Groups, Senior Citizens Groups etc. but clearly, one of the most important restrictions (as underlined above) is that a grant cannot be made to an individual for their own use, no matter what use and how good a cause that use may be (eg; sponsorship for studying exchanges).
However, there may indeed be occasions where the grant can be paid to an individual where that individual is carrying out a service which benefits the local population such as 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 (the Parish) to provide immediate life-saving support and who is required to raise funding to contribute towards the cost of the necessary equipment. It is clear that any grant made by the local Council will directly benefit recipients of the service and it is, therefore, our opinion that the grant can legally be given. Such a grant is clearly for the service it provides but it would be possible to make this payment to the individual.
- 2.3 Section 137 of the Local Government Act 1972 enables local councils to spend a limited amount of money for purposes for which they have no other specific statutory expenditure. The Department for Levelling Up, Housing and Communities (DLUHC) has defined the appropriate sum for the purpose of section 137(4)(a) of the Local Government Act 1972 (the 1972 Act) for local (parish and town) councils in England for 2022/23 is £8.82 per elector. Any change to this figure can be noted in meeting minutes and be regarded as an update to this sub-section of the policy.

3. Background to Funding

- 3.1 Any grants made available for such purposes are funded directly from the Parish Precept. The Parish Council receives no other significant monies from any source (with the exception of grant monies received for particular projects and ring fenced for that purpose).

4. Policy

- 4.1 Any grant made by the Parish Council must directly benefit the Parish of KELBROOK AND SOUGH and its Parishioners. The Parish Council cannot make donations to individuals unless the Community directly benefits. (Thus, 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.)

- 4.2 Grants and Donations cannot be made to fund political activities.
- 4.3 The organisation 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 sex, race, religion etc.) Grant requests from a charity registered with the Charity Commission can be considered providing its primary purpose is in the interests of, and will bring direct benefit to the Parish, or any part of it or all or some of its inhabitants. (See paragraph 1 of Section 137, Local Government Act 1972).
- 4.4 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, ticketing or grants from other organisations etc.
- 4.5 The Parish Council will endeavour to provide assistance and support where appropriate to groups and organisations in the Parish wishing to access grants.

5. Applications

- 5.1 All applications for grants or donations shall be made in writing/email to the Clerk using the Application Form at Appendix 1. The Clerk shall arrange for those applications which meet the Council's criteria to be considered at the next meeting of the Council
- 5.2 The grant available is limited to a maximum of £500 per application. However, if the Council considers that there are exceptional circumstances then it can decide to exceed these limits.
- 5.3 Only one grant will be given to any group or organisation, or for any particular purpose, in any financial year (1 April to 31 March).
- 5.4 Grants cannot be awarded after the relevant event or project has been completed.
- 5.5 Applicants whose application meets the criteria will be considered at the next meeting applications will be notified in due course. Successful applicants shall provide details of to whom payment should be made and acknowledge receipt of the payment.

6. Conditions

- 6.1 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. Also, the Council should consider the range of Parishioners and not award grants that benefit the same group several times. 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.
- 6.2 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.
- 6.3 The Council may request that applicants provide written feedback explaining how the grant/donation has benefited their group/organisation and residents of the Parish. If feedback is required, this will be communicated in the decision letter.
- 6.4 The Council reserves the right to request repayment of any grant/donation where an applicant does not comply with these conditions.

7. Notes

- 7.1 The Council's decision on any application is final and there is no right of appeal.
- 7.2 The Council reserves the right to decline any application without giving reasons for its decision.

- 7.4 The Council will not commit to any continuing expenditure.
- 7.5 Where a Member of the 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. Advice may be sought from the Clerk.
- 7.6 Where a Member of the Council (or a spouse/partner/dependent/relative of a Member) will financially benefit from an application 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 Clerk.

Appendix 1

KELBROOK AND SOUGH PARISH COUNCIL
Grant and Donation Application Form

CONTACT DETAILS
Name of organisation, eg; club, group etc:
Contact person for this application:
Correspondence address:
Email address:
Telephone number:
ABOUT THE ORGANISATION
What type of organisation are you? e.g. community group/club/society/charity
Charity Registration No. (if applicable)
How long has the organisation/group been in existence?
Please provide a brief description of your organisation including the specific area you cover with activities (<i>The Council will only consider grants or donations to organisations who can demonstrate direct benefit to residents of the Parish of Kelbrook and Sough.</i>)
YOUR ORGANISATION'S FINANCES
How much are you applying for?

Please give details of how the grant will be spent.

Please briefly explain why your organisation needs this grant.

**Has your organisation applied for funding from other sources in relation to this application?
Please list all such applications and funding received below:**