

Grants and Donations Policy

for Leasingham and Roxholm Parish Council

Grants and Donations Policy

This policy aims to simplify and quality assure Leasingham and Roxholm Parish Council's procedures for 'grant' and 'donation' making. We make no differentiation between 'Grants' and 'Donations' but acknowledge that the latter is the usual form of award. For reasons of accountability it is necessary to formalise the application process to ensure access, openness and fairness to the many groups and organisations which we are asked to support. The policy is informed by a number of key principles aimed at making our process more robust and user friendly.

The Council must be satisfied that there is a direct benefit to the area or part of the area, or to some or all of the inhabitants. The use of the word "some" in relation to the inhabitants means that the council cannot use the power to benefit a single individual.

Aim

To ensure that all our award making activity is,

- Open
- Transparent
- Fair
- Competitive
- Supports local organisations

On behalf of the residents, Council receive a funding from Deepdale Farm Solar Ltd/Quintas Energy which is available for residents, ideally on behalf of local groups, or organisations, to apply for against these funds received.

Leasingham and Roxholm Parish Council are also able to use s.137 of the Local Government Act to provide grants, or donations to more national organisations.

Leasingham and Roxholm Parish Council support must be acknowledged as appropriate on all publicity and promotional material including posters, advertisements, press releases and leaflets. Financial support can only be used for the purpose for which the grant is given.

Who is eligible to apply?

To be eligible for an award an organisation should;

- Be established for charitable, benevolent, social, cultural, recreational or philanthropic purposes
- Have a constitution, or set of rules, which define its aims, objectives and operational procedures
- Be able to provide a copy of its latest annual accounts and/or most recent Bank Statement. Accounts are to be checked and signed by a person independent of the Group
- Have a Bank Account operated by a minimum of at least two joint signatories.

What can be funded?

The project should be something that makes the local community a better place in which to live, work or visit.

- It should benefit people who live in the Parish.
- There must be clear evidence that local people support the project and are involved in carrying it out.
- Applications do not have to be from Groups that already exist. Help will be given to new or informal groups of people who have come together to undertake new projects and priority will be given to those who are doing something which adds value, rather than applications for running costs.
- Each group may only make one application per financial year.

The following are not eligible:

- Support for individuals or private business projects.
- Projects that are the prime statutory responsibility of other government bodies.
- Projects that simply replace existing facilities with no significant improvement.
- Projects that improve or benefit privately owned land or property.
- Projects that have already been completed or will have been by the time the grant is issued.
- Day to day running costs of an organisation, such as wages, hall hire, consumables.
- Support for the Church, Church owned property or graveyards.

How will decisions be made?

Unfortunately, Leasingham and Roxholm Parish Council may not be able to fund all projects, as there may be more applications than there is money available. However, all applications will be considered carefully. They will be assessed based on the following criteria: -

- General eligibility
- Community Support
- Value for Money
- Environmental impact
- Community Involvement
- Impact on key local need
- Feasibility
- Likely effectiveness

Leasingham and Roxholm Parish Council reserve the right to vary the application of this Policy in circumstances where significant economic benefit to the Parish is demonstrated.

1. Requests will only be accepted on the Council's application form, and with appropriate supplementary information supplied as requested.
2. The maximum amount of grant which will be awarded is £500.00
3. The Council would not normally fund more than 50% of a project, and evidence of other funding might be required, but each application will be individually assessed.
4. Applicants may be invited to attend a Council meeting to explain the application to Councillors.
5. Should there be more applications than funds available, smaller amounts than have been applied for may be offered.
6. The Council will only consider one application per project in any one financial year, but an organisation may apply for funding for more than one project in the same financial year.
7. If the organisation applying for a grant owns/leases property which others hire, the council will expect to see a distinction between not-for-profit and for-profit hirers in the rates charged (businesses will not be subsidised with public grants).
8. If the organisation applying for a grant employs staff, a full breakdown of the staffing costs must be included with the application.
9. Evidence of having a child protection policy in place may be requested, as part of the conditions of grant aid being awarded.
10. Grants that run over a period of more than one year will not normally be considered. In exceptional circumstances, the Council may do so, if an application is supported by a robust business plan and evidence of need – if you wish to discuss this possibility further, please contact the Clerk to the Council in the first instance, and before completing a form.
11. When evaluating an application, the Council will take into account the following:
 - Does the Council have a legal power to incur expenditure on the activity?
 - Will all or part of the area, or some or all of the inhabitants, benefit?
 - Has the applicant demonstrated initiative in fund-raising?
 - Has the applicant applied to other organisations/outside bodies for funding?
 - If the body applying for grant aid employs staff, is it a registered charity?
12. Grants are would not usually be given to aid general running costs, including rent etc.

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