



## Laverstock & Ford Parish Council

### GRANTS POLICY

Purpose/Principles	To provide guidance on dealing with Grant Applications
Scope	Employees, Councillors, Members of the public
Date adopted:	17 <sup>th</sup> October 2022
Minute Reference:	22.142
Previous versions (Dates):	Sept 17, Apr 18
Next review:	October 2024
Policy owner:	Finance and General Purposes Committee
Supersedes:	None

#### **PARISH COUNCIL GRANT SCHEME: POLICY AND GUIDANCE FOR APPLICANTS**

##### Aim

The aim of the scheme is to ensure that grant awards make the best use of the public funds by helping to achieve our Neighbourhood Plan and Parish Action Plan priorities and other endeavours that benefit residents of the Parish. For example the scheme has helped fund the set up costs of a cricket club at Laverstock, supported the Citizen's Advice Bureau and provided contributions to equipment for both youth groups and adult community groups.

### Size and Source of Scheme Funding

The current grant programme is set annually funded from a mixture of revenue from a Parish owned asset and the Parish precept. We will consider a grant contribution to a project delivered by any group. The size of the grant scheme and refining of grant scheme priorities are reviewed annually following the steps outlined in Figure 2.

### Eligibility

To be eligible applicants must fall into one of two categories.

#### **Category A**

Registered Charities, Community Interest Companies, and not-for-profit clubs and community groups applying for funding for a project which will benefit wholly or mainly residents of the Parish of Laverstock & Ford.

#### **Category B**

Registered Charities with significant operations within the South Wiltshire area which are accessible to the residents of the Parish of Laverstock & Ford.

Category A applications will be considered at any time throughout the year. Category B applications will be considered at the March Parish Council meeting at the end of the financial year.

Applications will not be considered if they are:

- For commercial ventures or private gain
- For the advancement of political or religious beliefs (although applications will be considered from charities with a religious basis for projects providing a community benefit which can be accessed regardless of religious belief or any other protected characteristic under the Equality Act 2011).
- For the benefit of an individual person.

Applications in respect of expenditure that has already taken place will not normally be considered, except in exceptional circumstances at the discretion of the council.

Applicants must have a bank account registered in the name used in the grant application.

### The Application Process

Applications should be made in writing to the Parish Clerk by completing the grant application form available on our web-site homepage. They should provide supporting evidence and will be considered at a monthly Parish Council meeting. Should an application be received without a completed Grant Application Form, the Council may still consider it at its sole discretion. So doing will not be deemed to have set a precedent.

Although attendance by the requestor at the meeting is not required it is advised as the Councillors may wish to ask questions.

Applicants must submit their applications to the Parish Clerk at least ten working days before the date of the next meeting to ensure it can be included on the agenda and circulated to Parish Councillors for their consideration ahead of the meeting. Meeting dates are published on the Parish Council web site and in the Parish newsletter.

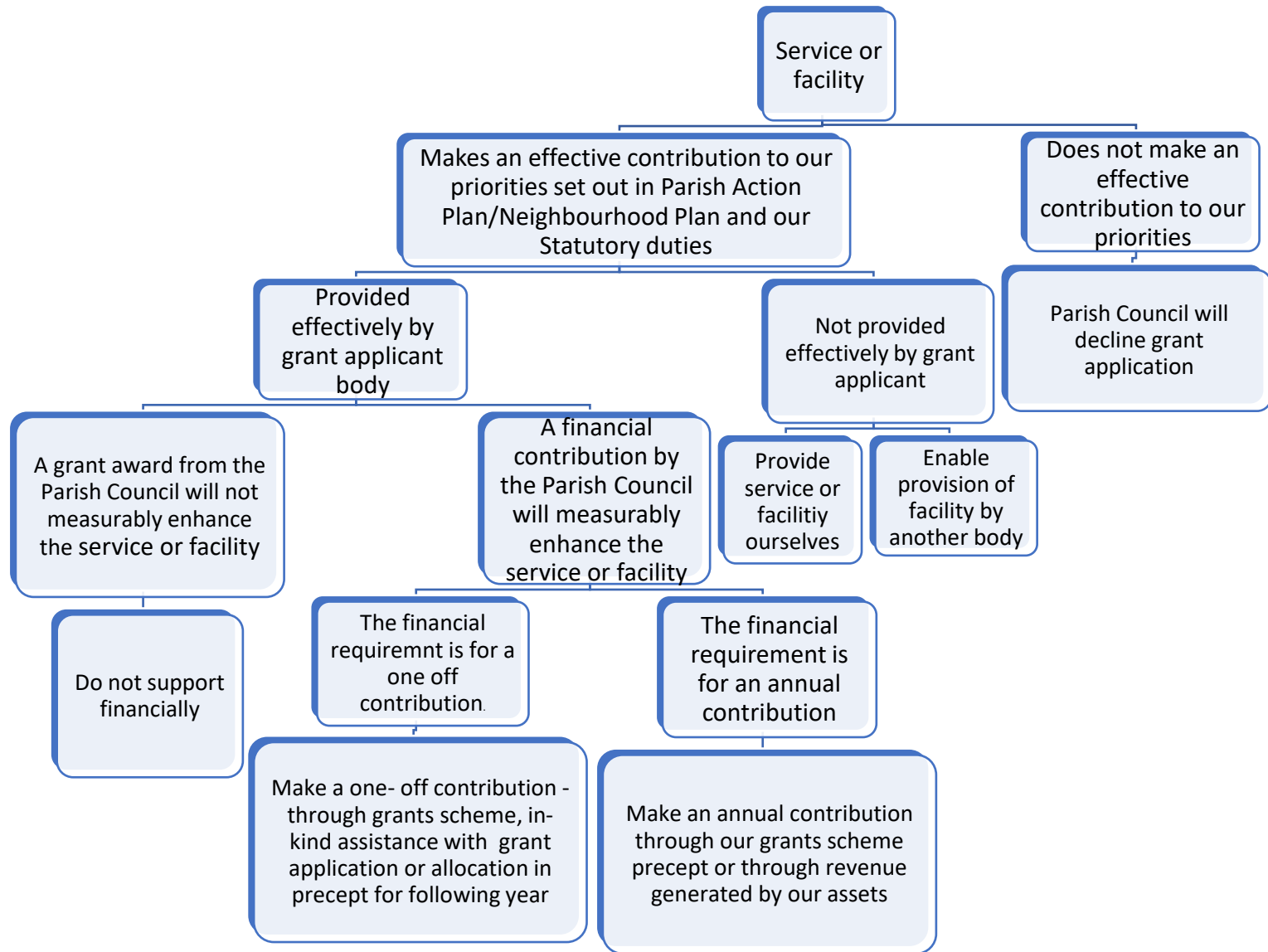
### Assessment Criteria

- The extent to which the project will provide a measurable improvement to the community and achieve the aims of the Parish Council Grant Scheme.
- No grants will be awarded for commercial ventures or private gain.
- Grants will not be awarded for political or religious campaigns or activities.
- Grants will not normally be made retrospectively.
- Financial assistance will not be awarded to individuals (section 137 of the Local Government Act 1972).
- How effectively the grant will be used e.g. has the best deal been sought for the purchase of the equipment.
- The anticipated costs and outcomes of the project are appropriate, realistic and an effective use of Parish Council financial resources.
- Full disclosure of all other grants applied for with respect to the project proposal.
- Evidence that the funds could not be raised from another more appropriate source for the project (including the applicants own reserves).
- The grant contribution will be considered in the context of related facilities provided by the applicant, other organisations and the parish council (see figure 1)
- All applicant organisations that request a grant of £1,000 or above must disclose their financial reserves in their application.

### Monitoring and Evaluation

The Parish Council will expect an update on the expenditure of the monies and the benefits delivered at an appropriate point following the approval of the grant. The level of reporting detail expected will be commensurate with the size of the grant. For small grants a short follow- up letter confirming that the funding has been spent as proposed will suffice. For grants of £250 or more, applicants should provide photographic and / or written evidence that the grant has benefitted our community.

**Figure 1 Decision Tree to Prioritise Grant Applications in the Context of Related Service Provision**



**Figure 2 Annual Review Process for Grant Scheme**

