

Grant Awarding Policy

1.0 Introduction to Policy

- 1.1 Warfield Parish Council allocates a portion of its budget each year to provide support to local groups and organisations. This is discretionary grant funding and may be made under s. 137 Local Government Act 1972 (s.137 LGA 1972) or through other statutory provisions.
- 1.2 Grant funding will be made against a series of criteria, which will include the available budget, the proposal for the use of funding and the benefit to Warfield and its residents.
- 1.3 The Finance & General Purposes Committee will oversee the budget and the grant awarding policy, on behalf of the council, they may also set priorities for grant awarding. Budget setting and sign-off of grants will be made by full council.
- 1.4 The budget for grant funding will be set as part of the budget and precept setting process for the new financial year. This usually happens in January.
- 1.5 There will be separate processes and timescales for grants awarded under statutory provisions and for those made under s.137 LGA 1972.

2.0 Award types

- 2.1 The parish council must follow appropriate legislation to ensure its actions are legal. For this policy and for the grants process, these will be split into two types:
 1. Grant awards made using specific statutory powers
 2. Grants awards made under s.137 LGA 1972 (known here as discretionary grants)
- 2.2 The Parish Clerk will provide advice and guidance to the council on the appropriate legal status of each grant application received.
- 2.3 The Parish Clerk can advise organisations and groups as to the appropriate grant application to make.
- 2.4 Appendix 1 contains examples of statutory provisions.

3.0 Eligibility criteria

- 3.1 To be eligible for grant funding the applicant organisation must be a charity or not-for-profit body and must be one that in some way benefits the local or wider community by:
 - Providing a service
 - Enhancing the quality of life
 - Improving recreation and/or sports
 - Improving the environment
 - Promoting the Parish of Warfield in a positive way

- 3.2 Applications will not be considered from:
- Bodies which are companies limited by shares or limited liability partnerships
 - Local authorities and bodies owned or controlled by them
 - Political, lobbying or pressure groups/organisations
 - Individuals seeking financial backing
- 3.3 It is unlawful for the council to contribute to activity taking place outside of the United Kingdom.
- 3.4 Applications will not be considered from ‘upward funders’ i.e., local groups whose fundraising is sent to a central headquarters for redistribution or from groups whose purpose is to redistribute funds as grants or sponsorship of other organisations or individuals.

4.0 Timetable for the grant awarding process

- 4.1 For grant applications under statutory provisions
- 4.1.1 The grant application process will run from September to the end of January for awards to be made in the following financial year.
 - 4.1.2 The application period will run from 1 September to the 31 October.
 - 4.1.3 The review and decision-making process will take place from November to January.
 - 4.1.4 Applicants will be advised of the outcome in February, with successful awards paid in May.
- 4.2 For discretionary grants made under s.137 LGA 1972
- 4.2.1 The council will set its budget for discretionary grants at its meeting in January and set any priority areas for grant awards.
 - 4.2.2 The grant application period will run from 1 February to 31 March.
 - 4.2.3 The review process will take place in April.
 - 4.2.4 Applications will be approved by full council in May. Applicants will be advised of the outcome following this meeting and successful grant awards will be paid.
- 4.3 A timetable is shown in appendix 2.

5.0 Criteria for determining grant applications

- 5.1 All applications that meet the eligibility criteria and are submitted during the appropriate application period will be considered by members of the Finance & General Purposes Committee. The committee take into account:
1. If the applicant organisation is based in the parish of Warfield and delivers provision in the parish or is based outside the parish but whose provision is delivered within the parish or is openly accessible to residents of Warfield.
 2. The number of Warfield residents who directly access their provision.
 3. Any priority provision areas identified by the council ahead of the application process.

6.0 Grant Application Process

- 6.1 The grant application period for statutory grants will run through September and October each year. The closing date for applications will be 31 October.
- 6.2 The grant application period for discretionary grants will run through February and March each year. The closing date for applications will be 31 March.
- 6.3 The budget for discretionary grants will be set by the council in January. If the council has any priority areas for grant support these will be agreed and published ahead of the opening of the grant application period.
- 6.4 Application forms and details of the process will be available from council's offices and the website.
- 6.5 Applicants will be required to complete an application form. All questions on the application form should be fully answered and additional appropriate information, which supports an application, should be provided.
- 6.6 In addition to the application form, organisations will be required to provide the following supporting information:
- a copy of their written constitution or details of their aims and purpose¹
 - full details of the project or activity which the grant is for,
 - explain how the grant will be of benefit to the local community within the Parish,
 - the proportion or number of beneficiaries living in the electoral area,
 - demonstration of a clear need for the funding,
 - a copy of the previous year's accounts or, for new initiatives, a detailed budget and business plan.
- 1 this will be requested for all new applicants or every third year for previous applicants
- 6.7 The Parish Clerk will receive all completed applications and collate these for consideration at a meeting of the Finance & General Purposes Committee.
- 6.8 The Finance & General Purposes Committee will be notified of all applications received and will review all valid grant applications and make a recommendation to the Council.
- 6.9 Council will make the final decision on which grants to award at a full meeting in May. All applicants will be contacted following the Council's decision.
- 6.10 Funds available are limited and guidance can be given to applicants by the Clerk where required, although this is for guidance purposes only and is not an indication of support or of the actual fund availability.
- 6.11 All grant awards made under this policy will be made in one payment, usually in May of the awarding year.

7.0 Conditions of Funding

- 7.1 The applicant organisation must be either a not-profit or charitable organisation or operate in this spirit in the interests of the local community.
- 7.2 Grants will not be made to individuals.
- 7.3 Grants will not be made retrospectively.

- 7.4 An organisation should have a bank account in its own name. Payment will be made to the named organisation.
- 7.5 The administration of and accounting for any grant shall be the responsibility of the recipient.
- 7.6 All awards must be properly accounted for, and evidence of expenditure should be supplied to the Council where requested. Where a grant awarded exceeds £1,000 a report should be provided to the council within twelve months of the date of the grant. This may take the form of an annual report or set of accounts which clearly identify the manner of spending. This written report should be deposited with the Parish Clerk. Applicants will be made aware that this becomes a document which members of the public have the right to inspect under provisions of s.228 of the Local Government Act 1972. The council may extend the reporting condition to other grant recipients as part of the awarding process.
- 7.7 A public acknowledgement of any grant awarded should be made by the recipient.
- 7.8 Only one application for a grant will be considered from each applicant organisation in any one financial year.
- 7.9 An ongoing commitment to award a grant in future years will not be made. A fresh application will be required each year.
- 7.10 Each application will be assessed on its own merits.
- 7.11 Applicants may be asked to attend a presentation event organised by the council.
- 7.12 The Council may make the award of any grant subject to such additional conditions and requirements as it considers appropriate. The Council reserves the right to refuse any grant application which it considers to be inappropriate or against the objectives of the Council.
- 7.13 Any grant must only be used for the purpose for which it was awarded unless the written approval of the Council has been obtained for a change in use of the grant monies. Any unspent portion of the grant should be returned to the Council by the end of the financial year in which it was awarded except where, by agreement of the Council, the monies may be carried over to the following financial year.
- 7.14 The Council may make the award of any grant as it considers appropriate in the event of any unforeseen urgent event.
- 7.14 Nothing contained herein shall prevent the Council from exercising, at any time, its existing duty or power in respect of providing financial assistance or grants to local or national organisations under the provisions of the Local Government Act 1972, Section 137.
- 7.15 Applicants should be aware that the Local Government Transparency Code 2014 requires the council to publish details of all grant awards made including the name of the beneficiary, the value of the award and its purpose. This data is published annually.

Appendix 1

Art Galleries – Local Government Act 1972 s.145 (1)(d)

Conference facilities – Local Government Act 1972 s.144

Community Centres – Local Government Act 1972 s.133

Community Transport – Local Government and Rating Act 1997 ss.26-29

Entertainment and the Arts – Local Government Act 1972 s.145

Open spaces – Open Spaces Act 1906 s.9

Parks and pleasure grounds – Local Government (Miscellaneous) Provisions Act 1976, s. 19

Public Health Acts Amendment Act 1890, s. 44, Public Health Act 1936, s. 164

Wellbeing – Local Government Act 2000, s.2

Appendix 2

Timetable for all applications

	Statutory application	Discretionary application
September	Application process opens	
October	Application process closes on 31 October	
November	Review of applications	Budget and any priority areas are prepared
December		Priority areas and process published
January	Decision taken at full council	Budget approved by full council
February	Decision notified to applicants	Application process opens
March		Application process closes on 31 March
April		Applications considered
May	Grants paid	Decision taken at full council Grants paid

Version Control

- 1.0 Policy created. September 2019.
- 2.0 Rewrite to revise application process and timings. September 2022.