

Leighton & Eaton Constantine Parish Council **Grant Awarding Policy**

1.0 Background

1.1 Under the Local Government Act 1972, s111 the Parish Council is empowered to do anything (whether or not involving the expenditure, borrowing or lending of money or the acquisition or disposal of property or rights) which is calculated to facilitate, or is conducive or incidental to, the discharge of its functions. Therefore the council can lawfully issue grants pertaining to its statutory powers.

1.2 Grants not covered by these powers can be applied for under the Local Government Act 1972, s137. This act empowers a local council to spend up to a prescribed amount in any one year, provided that certain conditions are met, principally that s137 grants must be for the benefit of the inhabitants of the area or part of them. The council wishes to promote equal opportunities and will consider all applications regardless of race, gender, sexual orientation, religious affiliation, marital status, disability or age.

1.3 The Parish Council operates on a small precept of just over £3000, topped up with a grant for highways maintenance. It therefore budgets very carefully and has to allow a contingency for unexpected expenses, in order to ensure continuity of service. Therefore, grant applications will normally be considered in January when the annual budget is set. Please therefore submit your application by end of October in the previous year.

2.0 Objectives of Policy

- To ensure that inhabitants of Leighton and Eaton Constantine get value for money from the Parish Council.
- To set a framework, prioritising what grants are spent on it
- To set out a process for applying for grants
- To detail how the Council will assess grant applications

3.0 Who can apply and what can you apply for?

3.1 Only organisations can apply for funding, not individuals. Whilst the parish council will consider applications from organisations outside the parish, funding must be demonstrably for the benefit of the inhabitants of the parish.

3.2 The Parish Council will have regard to the Place Plan, which details priorities for investment in the parish and is reviewed annually. Priority will be given for grants for capital projects, as opposed to general running costs. However, it is accepted that some capital projects may require an element of revenue funding. Grants will not be considered for projects that have already been completed.

4.0 Process for applying

4.1 In the first instance, organisations wishing to apply for a grant should contact the Clerk who will give the applicant a copy of this policy and the grant application form. These documents can also be downloaded from our website.

4.2 All grant applications have to be made on the Council's application form and must be accompanied by a financial statement (e.g. statement of accounts, income & expenditure).

4.3 There are two types of grants: Planned and Emergency. Planned Grants. The decision to issue a Planned Grant will be made by the parish council in May. Applications for Planned Grants must be submitted to the Parish Clerk by 31st March. Emergency Grants. These can be applied for at any time throughout the year, but will be dependent on available funds.

4.4 Applicants should demonstrate what other sources they have sought funding from. Organisations employing staff must provide a breakdown of staff and salaries.

4.5 Grant applicants will be informed when their application will be discussed by the Parish Council. Applicants will be expected to speak at the public session of the meeting when their application is considered.

5.0 After the grant application has been considered

5.1 If the application is successful, the council will inform the applicant within 14 days of the meeting. At this point applicants will be asked to sign a grant agreement, prior to the funds being issued. Grants over a value of £500 may be made in scheduled payments during the financial year.

5.2 All grant recipients will be required to provide evidence of how the grant was spent. Recipients of grants in excess of £250 will need to provide a written report of how the grant money has been used within 12 months of receipt of the grant. It may take the form of an annual report or set of accounts which clearly identify the manner of spending. The written report must be deposited with the Clerk of the Council and hence becomes a document liable for inspection by the general public under provision of Section 228 of the Local Government Act 1972 (as amended).

5.3 If your application is unsuccessful, we will write to you within 14 days of the application being considered.

For any queries on this policy, please contact the Clerk:

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Reviewed 3rd July 2018.

Signed.....

