

Chawleigh Parish Council has set up a grant funding scheme to provide financial support to local groups in respect of specified projects/activities/purchases which benefit the whole or part of the Chawleigh community and add value to facilities and activities available to the local community. The funds for the parish grants will be raised from the income received from the village store.

Grant Funding Policy

Chawleigh Parish Council

DOCUMENT CONTROL

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Date	Version	Status	Description
19/02/18	0.1	Draft	Draft policy circulated to Councillors for comment and presented to March Council meeting on 8 March 2018 for approval. Amendments agreed.
19/04/18	0.2	Draft	Draft policy revised and presented to April Council meeting and approved (minute 18.098).
12/05/18	1.0	Final	Final version circulated to Councillors and uploaded to Council website.
09/05/19	1.1	Review	Policy approved by new Council at Annual Meeting of the Council held on 9 May 2019 with no amendments (minute 19.086).

Review Cycle

Every three years at the Annual Meeting of the Council or in response to new or amended statutory requirements. Next review due May 2023.

This document must be approved by Full Council.

Legislation

Local Government Act 1972 (section 137).

1. GRANT FUNDING SCHEME

- 1.1 Chawleigh Parish Council sets aside a sum of money every year through a grant funding scheme to provide support to local groups and organisations operating within Chawleigh parish. The sum allocated by the Council will be agreed once a year and will be made available from the rental income received from the Chawleigh Village Store. No further amount will be allocated from the agreed budget if the money is fully committed, except under exceptional circumstances.
- 1.2 The aim of the grant funding scheme is to provide financial support to local groups in respect of specified projects/activities/purchases which benefit the whole or part of the Chawleigh community and add value to facilities and activities available to the local community. The scheme will be actively promoted and the Council will encourage applications from local groups and organisations.
- 1.3 Chawleigh Parish Council will consider applications from:
 - Local community groups
 - Voluntary sector organisations
 - Registered charities
 - Community Interest Companies
 - Social Enterprises
 - Sports clubs
 - Faith groups – although requests to support narrowly religious activities will not be considered
- 1.4 The Council is governed by rules set out in the Local Government Act 1972 (section 137) which states that the money must be spent on purposes for the direct benefit of the parish and be commensurate with the expenditure incurred, for example, spending a large amount for the benefit of only one or two people is not acceptable.
- 1.5 Contributions may be made to charities and other bodies providing a public service on a non-profit making basis, but only in furtherance of their work in the United Kingdom. It is unlawful for a parish council to contribute to an individual, a charity or a public service body operating overseas. Contributions to UK charities and bodies providing a public service do not have to bring any direct benefit to the parish council's area or to its residents, i.e. the parishioners.

2. EXCLUSIONS FROM THE GRANT FUNDING SCHEME

2.1 General Exclusions

The Council will not consider applications from:

- Political parties
- Individuals
- Companies which aim to make a profit
- Bodies operating overseas

2.2 Partnership Agreements

The grant funding scheme will not be used to fund running costs, accommodation or staff salaries, as any consideration of funding for these would be managed through the development of a formal partnership agreement. A partnership agreement sets out arrangements and responsibilities for ongoing funding arrangements for organisations working in partnership with Chawleigh Parish Council to provide services for the benefit of local community. Partnership agreements will be reviewed on an annual basis, usually when the budget is being set for the next financial year.

2.3 Donations

The grant funding scheme will not be used to fund one-off donations to organisations, e.g. to the Royal British Legion. The Council will set aside a sum of money on an annual basis to donate to good causes. The allocated sum will be part of the annual precept the Council collects from the electorate and the amount will be agreed when the budget is being set for the next financial year. It will be available for distribution from the beginning of the financial year on 1st April. No further amount will be allocated from the annual budget if the money is committed before the end of the financial year, except in exceptional circumstances.

3. APPLYING FOR A GRANT

- 3.1 An application form must be completed and submitted with the required supporting information as set out in the *Guidance for applying for a parish grant*. Incomplete applications will not be considered by the Council.
- 3.2 Only one application from any organisation per 12 month period will normally be considered. Preference may be given to those organisations that have not previously received grant funding from Chawleigh Parish Council.
- 3.3 In general, grant requests up to £500 are invited, although requests greater than this amount will be considered in exceptional circumstances. Grants will not be awarded retrospectively.
- 3.4 The Council would not normally expect to be asked to fund 100% of the cost of any project/activity/purchase and organisations wishing to apply for more than partial funding will need to submit their reasons for wishing to be considered as a special case.
- 3.5 The Council reserves the right to verify the details supplied in the application by approaching other information sources. This will not be undertaken without the applicant's knowledge and may be before or after the full council meeting at which the application is discussed.
- 3.6 Funds will be paid to the successful organisation by cheque and can only be used to fund the project/activity/purchase as stated on the application. Evidence of the proper use of the grant may be required in the form of accounts, or in the case of capital expenditure, evidence that the purchase has been made.
- 3.7 The awarded grant must be used within 12 months of receipt. After this time, the Council reserves the right to recover the grant.
- 3.8 The Council reserves the right to withhold, withdraw or recover the grant if the project/activity/purchase for which the grant is awarded ceases or if the organisation's aims and objectives change.
- 3.9 Successful applicants will be required to provide a short report at the completion of the project/activity/purchase, with photographic evidence if appropriate. The report should show how the funds have been spent and detail how benefits have been delivered. The report must be submitted within six weeks of the completion of the project/activity/purchase.
- 3.10 The Council reserves the right to make such reports and/or photographs public, e.g. by inclusion on the Council's website or in its publications. This will raise the community's awareness of local organisations and the benefits brought to the Chawleigh parish residents by the grant funding scheme.

4. PROCEDURE

- 4.1 There will be a single round of funding during the financial year. An application form must be completed and submitted to the Clerk of Chawleigh Parish Council with all the required supporting information by 14 July.

- 4.2 Submitted applications will be reviewed by the Clerk to ensure they have been completed correctly and fully. The applicant will be contacted if there are any queries.
- 4.3 The applications will be placed on the agenda for consideration at the next appropriate full council meeting. It should be noted that the application will be part of the agenda papers which are published and therefore in the public domain.
- 4.4 All applications will be considered on their merits. They will be approved or declined at a full council meeting. Applicants will be advised of the Council's decision in writing as soon as is practicable following the relevant council meeting.
- 4.5 The Clerk will contact successful applicants to arrange payment as soon as is practicable.