



# GRENDON UNDERWOOD PARISH COUNCIL

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## GRANT AWARDING POLICY for Voluntary Organisations

CP10.06

Authorisation & last review as shown in the Policy Review Record CD08A

| CHANGE LOG                     |                                                                                                                                     |
|--------------------------------|-------------------------------------------------------------------------------------------------------------------------------------|
| v.1 March 2018                 | Legacy template tailored to GUPC requirements whilst retaining all statutory requirements.                                          |
| v.2 26 <sup>th</sup> June 2018 | Adopted by resolution of full Council at a properly constituted general meeting held 26 <sup>th</sup> June 2018 - minute: 1806.05-1 |
| v.3 25 <sup>th</sup> June 2019 | NALC note LTN31 - Local Council General Powers, November 2018 incorporated.                                                         |
| v.4 26 <sup>th</sup> May 2020  | New email & web addresses NALC                                                                                                      |
| v.5 25 <sup>th</sup> May 2021  | Annual review, added statutes                                                                                                       |
| v.6 27 <sup>th</sup> May 2025  | Annual review. Remove grants to churches                                                                                            |

### I PURPOSE

Grendon Underwood Parish Council is empowered, under various Acts & Statutes governing the disbursement of public monies by Local Councils, to make monetary awards to eligible, voluntary organisation contributing to the benefit of all or a majority of residents of the parish.

The legislation defines a number of Limitations & Stipulations governing how & under what circumstances local councils can make such grants & awards and Council has taken due regard of them when formulating this Policy. Council recognises that the efficient & consistent management of awarding grants is necessary to comply with its legal and regulatory obligations, to demonstrate due diligence in the disbursement of public funds and to contribute to the effective overall management of the Parish Council.

This Policy provides the framework within which Council will effectively manage and conduct its administrative arrangements in relation to the requirements of the relevant legislation such as to ensure the timely and efficient compliance with its obligations and to deliver its duties in regard to the expectations of the residents of the Parish.

It lays out how Councillors and council employees are expected to abide by these requirements.

Council has made every effort to ensure all relevant statutory requirements to which a council is subject are encompassed in this Policy but confirm that, in any event, those requirements apply whether or not they are incorporated herein.

This Policy has been drawn up within the context of the Parish Council's Freedom of Information Policy and its Data Protection Policy and every effort has been made to ensure this Policy is consistent with other Council Policies where relevant.

### NOTES:

- Where the word "councillor" is used, unless the context suggests otherwise, the meaning is intended to include non-councillors, with or without voting rights, and council employees.
- A 'co-opted member' is a person who is not an elected member of the Council but who has been co-opted onto the Council, or a committee or sub-committee properly constituted by Council, by a majority of elected Councillors at a properly constituted meeting of Council and who is entitled to vote on any question that falls to be decided at any meeting of Council or that committee or sub-committee.
- A 'meeting' is a properly constituted meeting of the Council, any of its committees, sub-committees, joint committees or joint sub-committees.
- Unless otherwise expressed, a reference to a Member of the Council includes a co-opted member of the Council.
- Where gender specific wording is used, meaning is intended to be gender neutral.

Applications for grants will only be considered by Council as it is empowered under at least one of the following Grant Empowering Statutes consistent with its general powers;

Local Government Act 1972, Section 133 - to provide & equip community buildings and infrastructure; to provide buildings for offices, public meetings and assemblies;

Local Government (Miscellaneous Provisions) Act 1976, Section 19 - to provide & equip premises for the use of clubs having athletic, social or educational objectives;

Local Government Act 1972, Section 137 - 'Free Resource' - to incur expenditure on anything which, in the Council's opinion, is in the interests of the area, or part of it, or all, or the majority of, the inhabitants or contribute to charities working in the UK subject to (a) it not being otherwise authorised by any other statute, (b) does not frustrate any statutory prohibition;

LGA 1972, s144 – power to encourage use of conference facilities;

LGA 1972, Section 145 - for the provision of entertainment & support of the arts;

LGRA 1962, ss1&2&4 – for local archives;

LG&RA 1997 s.31- Crime Prevention;

LA1983 s.5&6 – litter bins;

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LGA 1982 s.142 – publicity;  
PHA 1875 s. 164, LGA 1972 Shed 14, PHAAA 1890 s.44, OSA1906 ss.9&10, LG(MP)A 1976 s.19, CA 1899 – recreation;  
PCA 1957 s.1 – seats & shelters;  
LG&RA 1997 s.26 – traffic calming;  
LG&RA 1997 s.26-29 – community bus services;  
WM(LAP)A 1923 s.1 & LGA 1948 s.133 – war memorials.

## **II SCOPE**

### **For Voluntary non-profit Organisations.**

This Policy is designed to provide Council with the procedure for receiving, considering and accepting/refusing grant applications made by third party voluntary organisations subject to those statutes empowering it to deploy public money to the benefit of the majority of the local community.

Council is not empowered to award grants to individuals, private property, any vested interest it considers to be not in the public interest, sub-groups within organisations or profit making or commercial enterprises.

**For Subscriptions:** subscriptions and membership fees are generally payments made by Council to 'belong' to a larger body or group. Whilst membership can bestow various benefits such as to comply with a statutory duty, increase the influence or 'reach' of Council or to make Council eligible for applying for grants on behalf of third parties, actual membership in itself is deemed to be a benefit directly accrued by Council to itself. As such, subscriptions are not eligible for grant monies to third party organisations under the grant awarding powers vested in Councils.

**For grants to charities:** Nothing in this Policy prevents the Council from making a legally mandated, ex-gratia donation to a charity, group, organisation or project at its sole discretion at any other time.

## **III POLICY**

The Limitations & Stipulations of the relevant legislation will be brought to the attention of applicant organisations to identify the constraints under which any grant is awarded and as being conditional on the applicant organisation recognising & agreeing to be bound by them where these may affect their application.

Grants will only be considered by Council on receipt of the relevant, Council approved application form together with any supporting documentation as may be required.

The awarding of grants will only be made/ refused by resolution of full Council and its decision is final. There is no right of appeal and the Council reserves the right to decline an application without giving reasons.

In recognition of the differing circumstances and resource overhead needed to process 'smaller' (<£1000) applications as opposed to 'larger' applications (>£1000 up to a max £5000), the appropriate grant application form (CD05 -small, or CD05A -large) must be used.

All payments for goods & services directly related to the project and within the grant envelope must be directly invoiced to and paid for by the Council.

Any other grant award monies will be paid by BACS directly into the applying organisations bank account and not to any one individual either independently or as acting on behalf of an organisation.

This Policy will be adopted and may be amended, at any time, by resolution of full Council following a motion having been published on the agenda beforehand.

### **1. Procedure**

For Council to award a grant -

- The application must be made on the appropriate Council Grant Awarding Application Form relevant to the size of the grant sought – 'smaller' (<£1000) on form CD05 and 'larger' (£1000 up to a max £5000) on form CD05A.
- The application must be considered by full Council and any award made by resolution;
- The Chairman of Council and at least one other Councillor will complete the application check list (CD05B) and identify the statute(s) under which it is granted, to ensure compliance, and will consider any matching funding the applicant is prepared to make to their project. The review will be signed and attached to the application form;
- The Chairman will carry out an equality review under relevant Equality legislation such as to avoid any perception of preferential treatment in favour of or against any one individual, interest, belief, faith or action group over another.
- The Chairman will carry out a review under relevant Anti-Fraud legislation such as to avoid any perception of preferential treatment in favour of or against any individual or group interest, belief, faith or action group over another.
- Authorisation of the Grant will be by signature of the Chair and at least one other Councillor.
- The Clerk will notify the recipient by email of the Council's decision, identifying the minute under which it was made/ refused.
- The Clerk will ask the recipient to acknowledge receipt and to participate in a monitoring process using email to the Clerk such as to keep Council appraised of progress, financial probity and to notify completion or any delays and, if possible, to publicly acknowledge the Council's contribution as appropriate

**2. Applications may be considered for the following purposes -**

- a For the purpose of purchasing, either in part or in full, equipment that will be available for use by the majority of residents of the Parish.
- b For the purpose of purchasing, either in part or in full, professional services in order to facilitate an enhancement to an amenity open to the community of the Parish.
- c For the funding of transport that will enable applicant groups to organise and facilitate community trips or outings for residents regardless of their incomes or membership of the group.
- d For vocational, academic or sporting training activities or to purchase the expertise of an outside trainer/ instructor/ facilitator.
- e For activities that enhance the impression or raise the profile of the Parish.
- f For hosting Parish community events or celebrations.
- g For short-term running costs of a viable group that is experiencing a period of hardship.
- h For the provision, maintenance and upkeep of community buildings and recreational facilities open to all residents of the Parish.

**3. Limitations & Stipulations of awarding a Grant -**

- i) Grant applications will only be considered by the full Council and be in compliance with the relevant statute(s) and this Policy.
- ii) The size of grant applied for will be used for guidance only & will not constrain the Council as to the amount it awards;
- iii) The size of an award must be deemed, by the Council, to be commensurate with the Intended Purpose and will be considered more favourably if other contributions are forthcoming from the organisation itself or from other sources of funding;
- iv) All awards must be properly accounted for and evidence of expenditure should be supplied promptly on request.
- v) Grants will not be awarded retrospectively, after the relevant event, project or intended purpose has been completed;
- vi) Grants will not be made available to fund any political group or activity or support any private enterprise;
- vii) Grants may only be awarded to non-profit, non-commercial organisations and enterprises and must be used solely and exclusively by the applicant Organisation;
- viii) Grants will not be made in favour of any individual or group of individuals either independently or within an Organisation or for improvements of private property.
- ix) Grants must be used solely and exclusively in the interests of and for the benefit of a majority of residents of Grendon Underwood Parish or a significant minority thereof and must not be used for the beneficial advantage or improvement of privately owned assets or property or for commercial gain or to impart any preferential advantage to any one group over another;
- x) Grants are made subject to them being used solely and exclusively for the Intended Purpose, as stated in the application, and are not transferrable in whole or in part to 'general reserves' or any other objective, aim, interest or activity of the Organisation or other third party - any surplus remaining after completion of the Intended Purpose to be returned to the Council;
- xi) Any shortfall in the cost of achieving the Intended Purpose does not bind the Council to make up such shortfall;
- xii) The awarding of grants remains subject to the Council's normal due diligence for the disbursement of public money to include a requirement for the applicant organisation to demonstrate its financial viability and reserves with estimates for any goods and professional work specific to the Intended Purpose and to be paid for by the grant;
- xiii) Any invoices for goods & services directly associated with the Intended Purpose should be made out to the Council, identify the VAT number of the supplier and made payable after completion of the project;
- xiv) Up to the maximum size of the grant, Council may consider releasing funds progressively as may be required to initiate, maintain progress or ensure completion of the project against supplier invoice. Otherwise, funds will be released on completion of the project against final invoice(s), subject to an acceptability sign off by the applicant and/or the Council;
- xv) Unless by special arrangement, the making of the grant does not bind this or any future Council to approve any further grants for any purpose;
- xvi) The granting of an award does not imply any Council responsibility or liability for graveyards, closed churchyards, burials or any incidents arising from Health & Safety issues anywhere on the applicant's property whether associated with the Intended Purpose or not.
- xvii) The granting of an award does not imply the Council assumes any responsibility for carrying out any necessary risk assessment, health & safety or equality reviews or any responsibilities for ensuring the work undertaken by the organisation is in compliance with all relevant legislation or any liabilities arising from the work undertaken by the organisation;
- xviii) Additional applications by the same organisation within 12 months will not normally be considered;

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- xix) Awards must be properly accounted for and evidence of expenditure during & at the end of the project should be supplied as & when requested;
- xx) The Parish Council reserve the right to request, at any time, a refund of some or all the public monies awarded if it is not satisfied that the financial controls of the organisation remain fit for purpose or if the whole grant is not spent or if any conditions are not complied with;

**4. Eligibility -**

- i) Any Charity, Voluntary Group or Community Organisation operating within the parish - grants can only be awarded to a bona fide, properly constituted interest group as a discreet entity. They will not be awarded to individuals, either personally or as affiliates of a group and must not be used to provide an exclusive benefit to individuals or small groups of individuals, such as unpaid volunteers;
- ii) To qualify for an award the applicant must be able to demonstrate that any funding from the Parish Council will be used specifically and exclusively to the benefit of the majority of the residents of the Parish (not by repeated use of the amenity by a minority of residents);
- iii) Applications will always be considered more favourably if the project is supported by other sources of funding especially the applicant organisation itself;
- iv) Donations to Registered Charities in response to a general fundraising appeal may be considered subject to the restrictions detailed in this Policy not being applicable & there is a benefit to residents of the Parish;
- v) Agencies that operate within the Parish and are of benefit to the local community, with the following provisos:
  - a. The Parish Council will not fund activities that it considers to be the responsibility of a Statutory Authority.
  - b. The Parish Council will not fund activities in support of any for profit organisation or commercial enterprise.
  - c. The Parish Council will not fund activities in support of any political party or enterprise.
  - d. Applications from schools for an activity that takes place within the school day will not be considered.
  - e. The Parish Council will not fund activities outwith its powers and functions.

**5. Submitting an Application:**

All applications must be made on the relevant, current, authorised Council application form and signed by a senior officer of an applicant group.

Applications must be submitted by 1st September for consideration in the following year's budget.

The application form may be completed electronically apart from the signature but if handwritten, it must be completed in block capitals in black ink.

Whenever possible, applications should be accompanied by quotations for all goods & services relevant to the Intended Purpose and a bank statement to show annual income & expenditure and reserves of the Organisation applying. Should this not be possible, an explanation must be provided, with substantiating evidence, to enable the Council to make a judgement as to the viability of the applying organisation and the actual cost of achieving the Intended Purpose.

Other documentation, specific to the Intended Purpose, may also be attached to the form should an applicant feel any other information would support their application.

Application forms are only available electronically from the Council on request to [clerk.gupc@outlook.com](mailto:clerk.gupc@outlook.com).

Applicants should print out the form for formal 'wet' signature by an authorised officer of the organisation, attach any supporting documentation and submit the their application and any supporting documentation as pdf files attached to an email to [clerk.gupc@outlook.com](mailto:clerk.gupc@outlook.com) and to hold original hard copy for their own records and for review by Council on request.

**Important: Council will only consider applications presented by email on Council approved documentation and the applicant should retain all hard copy documents for their records.**

Authorised & Adopted: **GRENDON UNDERWOOD PARISH COUNCIL**