Woodbury Parish Council

(serving Exton, Woodbury, and Woodbury Salterton)

GRANT AWARDS POLICY

Adopted: 8th January 2024 and will be reviewed annually

INTRODUCTION

Woodbury Parish Council can make a payment as a grant to an organisation for a specific purpose that will benefit the Parish, or residents of the Parish, and which is not directly controlled or administered by the Parish Council.

The Parish Council is legally able to make grants to the community under the General Power of Competence, which permits councils "to do anything individuals generally may do as long as they do not break other laws". The Parish Council is also legally able to make grants to registered charities under Section 137 of the Local Government Act 1972, which states that donations can be spent for the benefit of part or all the community but not an individual, and that grants must be commensurate to the benefit, representing value for money and being distributed. The Parish Council makes provision for awarding grants within its annual budget or they are received from outside bodies.

Applying does not mean that you will receive a grant, or that you will receive the full amount of the sum you requested. An organisation is not discouraged from applying each year and the applications will be considered on its own merit. If we receive more applications than funds, then unfortunately some will be turned down, but applicants will be encouraged to apply the following year. Awards are given annually, so there is always another chance to apply.

POLICY

The Parish Council awards grants, at its absolute discretion, to not-for-profit, charitable, or volunteer organisations or worthy causes which can demonstrate a clear need for financial support to achieve an objective which will benefit the Parish by: -

• Providing a service

• Enhancing the quality of life for residents

• Improving the environment

• Improving infrastructure

• Promoting the Parish of Woodbury in a positive way

REQUIREMENTS AND CONDITIONS FOR AWARDING GRANTS

Any organisation, club or society that wishes to make an application for a grant must;

- Demonstrate that the project justifies a grant application.
- Submit a fully completed application form (forms received after the closing date will not be considered).
- Agree to provide receipts for transactions made with the grant to the Parish Council within 28 days if requested.
- Provide quotes for the grant requested, if relevant, preferably three quotes.
- Agree to acknowledge the contribution made by the Parish Council in all its publicity associated with the project.
- Be aware that all recipients of Parish Council grants may be subject to a visit by a small group of Councillors to see how the grant has been spent.
- Be aware that the provision of a grant does not authorise the activity to be undertaken. The applicant is responsible for all legal permissions and insurances.
- Be aware that the Parish Council will pursue repayment of the grant and costs if any criteria have not been adhered to.

The Parish Council will NOT award grants to: -

- Private individuals.
- Commercial organisations.
- Purposes for which there is a statutory duty upon other local or central government departments to fund or provide unless such duty is devolved to the community or local level by agreement.
- “Upward funders”/ “Uploaders” i.e. local groups where fund raising is sent to a central HQ for redistribution.
- Political parties.
- Religious organisations unless for a purpose which does not discriminate on grounds of belief.
- Any organisation, which in the view of the Parish Council has racist, extremist, or other policies which the Parish Council deems to be unacceptable.

This list is not exclusive and is at the Parish Council’s discretion.

Only two applications for each grant type will be considered from an organisation in any one financial year. Ongoing commitments to award grants in future years will not be made. A fresh application will be required each year. This will be at the discretion of the Parish Council.

Grants will not normally be made retrospectively or be made once work on a project has already commenced; this, however, will be at the discretion of the Parish Council.

GRANT APPLICATION PROCEDURE

The Clerk to the Council will receive all applications in the first instance and will then collate all the necessary information from the applicant ready for presentation and discussion.

ASSESSMENT PROCEDURE

1. Each year, some members of the Staffing, Finance and Policy Committee will meet to determine successful grant applications and the amount to be awarded. This recommendation will be presented to the next available Full Council meeting for approval.
   Grants will be awarded to clear by the end of the financial year.
2. Once the grants budget / or other grant sources are exhausted, the Parish Council will only consider emergency requests for assistance.
3. The Parish Council may make the award of any grant or subsidy subject to such additional conditions and requirements as it considers appropriate. The Parish Council reserves the right to refuse any grant application which it considers to be inappropriate, or against the objectives of the Council.
4. All applications must demonstrate clearly how a grant or subsidy will be of benefit to the local community within the Parish.
5. Recipients will be responsible for administration and accounting for any grant. All awards must be properly accounted for, and evidence of expenditure should be supplied to the Parish Council.
6. All applicants will be contacted in writing following the Parish Council's decision and grants given preferably via BACS.

TERMS AND CONDITIONS:

The Parish Council has a duty to protect the public funds it administers. It may use the information you have provided on the application form for the prevention and detection of fraud. The Parish Council also reserves the right, as part of its decision-making process, to carry out such due diligence checks as necessary to ensure the validity and accuracy of any application. It may also share this information with other bodies responsible for auditing or administering public funds for these purposes.

1. The funding must be used only for the purpose specified in the application.
2. The money must be used within 12 calendar months of the allocation being received unless otherwise agreed prior to the funding being awarded.
3. The organisation must provide confirmation or evidence that the grant money is or has been spent specifically for the purposes of the original application.
4. At the end of the project or in the case where an organisation ceases to exist, or if an organisation ceases to provide a service in the area, the organisation shall notify the Council and if so requested, return any equipment or unspent grant.
5. Woodbury Parish Council accepts no liability whatsoever in respect of any complaints, claims or actions arising from or associated with any community project.
6. The applicant will be responsible for the expenditure of the monies allocated under this scheme and shall provide all required information to the Parish Council.
7. If through multiple applications the organisation receives more money than required to complete the project, they may be asked to return a pro rata amount to the Parish Council.

Nothing contained herein shall prevent the Parish 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 Localism Act 2011, the Parish Councils (General Power of Competence) (Prescribed Conditions) Order 2012 or the Local Government Act 1972 Section 137.