

## Parish Council of Newlands Grant Policy

Adopted by the Council at its meeting held on 21 May 2020 [Min ref:010/21C b ]

Newlands Parish Council has a small budget for the award of grants. The Parish Council can only award grants using certain legal powers. Where there is no statutory power the Parish Council may use Section 137 of the Local Government Act 1972 to give grants to community organisations. This power may only be used if its use will benefit some or all of its residents or some or all of the area and where the benefit obtained is commensurate with expenditure incurred.

This means that grants cannot be given to individuals. Grants will be considered by the Finance Committee with a recommendation to the full Parish Council. Grant applications must meet the grant criteria listed below.

### Criteria

1 Applications must be made on the attached form together with appropriate accounts, supporting financial information or evidenced projected costings.

2 All applications will be considered on their merits but in general, grants will be awarded for specific projects or events. The Council will not give grants towards running costs or salaries.

3 The purpose for which the grant is made must be in the interest of the Newlands area.

4 Groups from outside the Parish can apply for a grant but must be able to demonstrate direct benefit to the area and the residents of Newlands.

5 The Parish Council will take into account any previous grant made to an organisation or group when considering a new application.

6 The amount of the grant will be at the discretion of the Parish Council.

7 Retrospective applications will not be funded where the expenditure has been made, the project has been carried out or the event has taken place.

8 Payments for grants will not be paid to individuals.

9 All grant payments will be conditional upon submission of audited accounts, supporting documentation or invoices/receipts detailing costs of expenditure for projects or events for which the funding is being sought. These must be addressed to the Parish Clerk and dated after the date of approval. Cheques/payments will not be made to an individual.

10 All grant recipients are required to provide the Parish Council with a brief report, including photographs (if applicable) of how the grant has been utilised, how it has assisted the organisation and what it has achieved. This will appear in the Newsletter and/or website.

11 Recognition of the grant from Newlands Parish Council must be made in any publicity material.

12 If the grant is put to purposes other than those for which it was awarded without the prior approval of the Parish Council, the recipient organisation may be required to repay the grant to the Parish Council.



### **How will the application be assessed?**

- 1 How well the grant will meet the needs of the community, providing positive benefit to the residents.
- 2 How effectively the group will use the grant.
- 3 Whether the costs are appropriate and realistic.
- 4 What level of contributions has been, or will be, raised in addition to the grant.

### **General**

- 1 The deadlines for receipt of applications are dd mmm and dd mmm.
- 2 Grant applications will be considered by the Finance Committee. It will make recommendations to the Full Parish Council.
- 3 Each application will be assessed on its own merits and will be considered along with other applications at the meeting. To ensure as fair a distribution as possible, the Finance Committee will take into account the amount and frequency of previous awards.

### **Conditions of Funding**

- 1 The Parish Council will only give to projects specifically designed to benefit Newlands and its residents.
- 2 Applications will not be considered from any organisation intending to support any party political or to discriminate on the grounds of race or religion.
- 3 Only one grant will be considered for an organisation during the year unless there are exceptional circumstances.
- 4 The Parish Council reserves the right to refuse any grant application which they consider to be inappropriate or against the objectives of the Parish Council.

## Appendix 1

### Who is eligible to apply?

The following organisations may apply to Newlands Parish Council:

- A Newlands based charity
- An organisation serving the needs of the residents of Newlands
- A Newlands based club/association/charity serving a specific section of the community or the community as a whole
- A local branch of or a regional or national organisation/group which serves the needs of the residents of Newlands.

### Who and what is not eligible to apply

We will normally reject applications from:

- Projects which are the prime statutory responsibility of other government bodies or would normally be funded by a local or regional authority
- Projects which improve or benefit privately owned land or property
- Support for individuals or private business projects
- Applications by “for – profit” commercial organisations
- Projects which have already been completed or will have been by the time the grant is issued
- Applications for grants in respect of ongoing expenditure or revenue running cost
- From regional and national organisations unless it can be clearly demonstrated that the grant would be used specifically for the residents served by Newlands Parish Council
- From organisations with political affiliations or those established for the purpose of forwarding a party political agenda

### What can be funded?

The project should be something that makes the local community a better place to the social, environmental and /or economic profile of Newlands.

Projects demonstrating a proportion of self-funding will be favourably considered.

### The following are unlikely to be considered a grant priority

- Projects where there is a large shortfall in the funding needed required to complete the project or
- Projects that simply replace existing facilities with no significant improvement



### **Conditions of grant**

- Newlands Parish Council support must be acknowledged as appropriate on all publicity and promotional material including posters, advertisements, press releases and leaflets.
- Financial support can be only be used for the purpose for which the grant is given.
- Grants must not be distributed to any other organisation.
- Proof of appropriate spend shall be provided to Newlands Parish Council if requested.
- Should a project be cancelled for example, or the funds, or part of, not be required, then any surplus grant funds must be returned
- Unless part of the objective of the event was specifically to raise funds for a community project, should an overall “profit” result from an event, the original grant money is to be returned

### **Decisions will be based on the following criteria**

- General eligibility
- Impact on key local need
- Community support
- Value for money
- Environmental impact
- Community involvement
- Feasibility
- Likely effectiveness