



Sprotbrough and Cusworth Parish Council

Goldsmith Centre, 259 Sprotbrough Road,

Sprotbrough, Doncaster, DN5 8BP

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www.sprotbroughandcusworthparishcouncil.gov.uk

POLICY TITLE

Grants Policy

ADOPTION DATE

17th March 2022

POLICY AIM

Sprotbrough and Cusworth Parish Council (the 'Parish Council') will consider grant applications from individuals and organisations for the purpose of supporting initiatives in the local community and to help create opportunities for the benefit of the residents of the parish.

Each year the Parish Council will set the budget for the amount of monies to be awarded in grants for the next financial year (1st April). Once the budget for the current year has been spent no further grants will be awarded until the next financial year.

POLICY

1. GENERAL

- 1.1 Applications for grants can be made throughout the year, if the grant budget has already been spent for the current year you will be asked to submit your application for the next financial year (1st April). You may contact the Clerk to determine if there is any grant awarding budget remaining for the current year before you submit your application.
- 1.2 Once a grant application has been made and all requested information received the application will be put on the next available Parish Council agenda to be decided.
- 1.3 The payment of successful grant applications will be made within 30 days of receipt of a letter/email from the Clerk to inform the applicant of the successful grant application.
- 1.4. The Parish Council will determine through its budget setting process the amount of grant to be made available in any given year.

- 1.5. All grants are for one year only and are made on condition that the award is used for the purpose set out in the application.
- 1.6. The Clerk and Responsible Finance Officer will check all grant applications and make a recommendation to the Parish Council in each case.
- 1.7. Only applications that clearly demonstrate a benefit to the local community will be considered.
- 1.8. Only grant applications that are received using the grants form (Appendix 1) complete with all necessary supporting information will be considered.
- 1.9. The Parish Council will consider grants up to a maximum grant amount which as of 1st April 2022 is set at £500 but will be considered each year as part of the budget setting process.
- 1.10. If a request is received from an individual this is subject to a maximum grant amount which as of 1st April 2022 is set at £500, the individual must live within the parish boundary and the grant is limited to one grant per household per year. This request is subject to the Parish Council continuing to have authority through the General Power of Competence and cannot be awarded using the powers conferred through s137 Local Government Act 1972 (as amended). In exceptional circumstances the Parish Council may waive the criteria set out above.
- 1.11. Financial details of applicants will be kept confidential
- 1.12. Applications WILL NOT be considered from or for:
 - Political parties or their affiliates
 - Organisations that discriminate on the grounds of age, disability, gender, gender identity, sexual orientation, race and ethnicity, or religion and belief.
 - Organisations operated as a business to make a profit or surplus.
 - Local groups whose fund raising is sent to their central HQ for redistribution.
 - National Charities

2. INFORMATION USED TO ASSESS GRANTS

- 2.1. When considering a grant application, the Council will use the following guidance:
 - To what extent is the organisation based and operating within the parish?
 - The Parish Council should determine that there will be a commensurate benefit for the community.
 - How many inhabitants of the parish will benefit from the grant and does it support equality of opportunity. This is not intended to prevent organisations with target groups (e.g., a group for the elderly) from applying, but the Parish Council must consider the overall balance of the grants it awards to ensure that there is an equality of access to grants.
 - Grants should be for specific future projects and/or purchases and not to support ongoing revenue expenditure except where these are

first year revenue costs of start-up organisations. Evidence must show a proven need and how the benefit will be delivered and in the case of start-up organisations how the organisation will be sustained.

- To what extent is the organisation using its own funds to meet the needs it has identified.
- Latest accounts including bank statements (or for start-up organisations a detailed business plan) should be examined to confirm the need, the viability and sustainability of the organisation.
- The Parish Council should consider whether it needs to put in place any specific conditions on the release of funds (e.g., site of invoices, proof of order, staged payments)

3. GRANTS PROCESS

3.1 The availability of grants will be publicised at the Annual Parish Meeting and on the Council's website.

3.2 Grant application forms (see Appendix 1) are available from the Clerk or from the Parish Council website. Application forms must be submitted along with the latest set of the organisation's accounts and copies of bank statements for the last 3 months. All questions on the application form must be fully answered and appropriate additional information provided. All applications supplied with all the requested information must be submitted to the Clerk and will be decided at the next available Council meeting.

3.3 The Clerk and Responsible Finance Officer will review each application and check for completeness. Where possible, if the application is incomplete the Clerk will notify the applicant so that they can provide the missing information. However, it is the applicant's responsibility to ensure that completed forms are delivered to the Clerk and the Parish Council takes no responsibility for late or incomplete applications.

3.4 The Parish Clerk will compile a report of valid applications, with appropriate recommendations, to be considered by the Parish Council as soon as possible after submission and no later than the Parish Council meeting to decide if the grant award is successful.

3.5 The Parish Council will consider all applications before a provisional decision is made to award grants, the Clerk will write to applicants and inform them of the Council's decision.

3.6 Grants will be paid by electronic payment and will be made within 30 days of receipt of the letter from the Clerk to inform the applicant of a successful grant application.

4. AFTER RECEIPT OF GRANT

4.1 Evidence of the benefit to the community from the grant must be submitted to the Council within 6 months of expenditure.

4.2 Organisations awarded grants for specific capital expenditure must produce proof of that expenditure within 6 months of grant.

IMPLEMENTATION

The Parish Council will be responsible for this policy.

MONITORING

The policy will be monitored in the following ways:

Monitoring Activity	Person Responsible
Grant applications comply with requirements set out in the policy	Clerk/ RFO
Spend of budget	Clerk/ RFO/ Full Council

POLICY CONSULTATION

A copy of the policy is available on the parish council's website.

POLICY REVISION DATE

Next review date August 2022

This document shall be reviewed annually; or upon any changes to legislation; or in the case of any significant changes to the water supply and distribution systems; or subject to the requirements of Sprotbrough and Cusworth Parish Council.

RELATED POLICIES AND STRATEGIES

Financial Regulations



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GRANTS APPLICATION FORM

Please read the Parish Council's Guidance Notes for awarding grants before completing this form. Please use a continuation sheet if necessary. The Parish Council will not normally make grants to organisations outside of the Parish unless it can be demonstrated there is a direct benefit to Sprotbrough and Cusworth Parish.

1.	Name of organisation making the grant application	
2.	A short description of your organisation	
3.	Name, address and status of the main contact person	
4.	Telephone number and email address of the main contact person	
5.	Is the organisation a registered charity	YES / NO
6.	Amount of grant requested	£
7.	A short description of what the grant is for	

8.	Who will benefit from the grant	
9.	Approximately how many of those who will benefit are residents of the parish?	
10.	If the total project cost is more than the grant, how will the rest be financed?	
11.	Have you applied to any other body for a grant for the same project? If yes please give details.	

Sprotbrough and Cusworth Parish Council also requires an indication of the funds held by the organisation. A financial statement or the latest bank statement must accompany this application.

Attached: Yes / No

Please use a separate sheet of paper to submit any other information you feel would support this application.

Attached: Yes / No

Signed: Date:

If you are returning this form via email entering your name here acts as your signature declaring that, to the best of your knowledge, the information you have given on this form is correct.

For Sprotbrough and Cusworth Parish Council use only:

Application Received:
 Full Council:

If successful:
 Amount awarded:
 Sate Paid by Bank Transfer: