

Brandeston Parish Council

Grants and Donations Policy

1. Introduction

The aim of this policy is to encourage and support activities and projects which will benefit Brandeston Parish, or residents of the Parish. To qualify for an award the applicant must be able to demonstrate that any funding will benefit correspondingly.

2. Background

S111 of the Local government Act of 1972 empowers the Parish Council to do anything which is calculated to facilitate or is conducive or incidental to the discharge of its functions. Therefore, the Council can lawfully issue grants pertaining to its statutory powers.

Grants not covered under these powers can be applied under the Local Government Act 1972 S137. This Act empowers a local council to spend up to its prescribed amount in any one year. This expenditure must be for the benefit of the inhabitants of the area or part of them. This figure is agreed annually by Government using the RPI.

3. Grants and Donations

A grant is normally understood as a form of financial assistance that funds an organisation for the performance of specific projects or services; or in-kind assistance such as the provision of Council facilities or services. A grant is generally given with directions about the administration of the grant and requires reporting and evaluation responsibilities.

A donation is a provision of money or other items of value with no specific return benefits expected although Council may request that the provision be used for a particular purpose and will require acknowledgement of receipt.

4. Applications will be considered for the following purposes:

- 1) for the purchase of equipment in part or full
- 2) for the funding of transport that will enable group members to partake in a group trip or outing
- 3) for training activities, or to purchase the services of an outside trainer / instructor / facilitator
- 4) for activities that raise the profile of the area

- 5) for running costs of a viable group that is experiencing a period of hardship
- 6) for hosting special events or celebrations
- 7) for the provision of recreational facilities.

Conditions:

- 1) Grants will not be awarded to individuals
- 2) Additional applications within a 12-month period will not normally be considered
- 3) The award must be used for the purpose for which the application was made.
- 4) If the group is unable to use the award for its stated purpose, all monies must be returned to the Parish Council.
- 5) All awards must be properly accounted for and evidence of expenditure should be supplied as requested. If this does not prove satisfactory Brandeston PC reserves the right to request a refund of monies paid.
- 6) Donations to registered charities in response to a general fundraising appeal will not be considered unless it directly benefits the residents of Brandeston.
- 7) Grants will not be made to fund political activities.
- 8) The organisation receiving the grant should be a non-profit making voluntary organisation with open membership (i.e. no discrimination of membership on grounds detailed in the Equality Act 2010)
- 9) Organisations supporting or involving young people should have the necessary CRB checks completed.

5. Eligibility

- 1) Any charity, voluntary group or community organisation located within the Parish and recognised as predominantly serving the Parish or residents of the Parish.
- 2) Local branches of national organisations / charities providing that there is clear evidence that the grant is used by that local branch and that there accrues a specific and direct benefit to local residents according to need. Examples would include Relate, Samaritans, CAB etc. The definition would not include such national charities as Cancer Research, British Heart Foundation.
- 3) Locally based organisations / charities in the immediate vicinity of the Parish but outside of it providing that they meet the criteria for locally based branches of national charities.
- 4) Any agency operating within Brandeston Parish area, of benefit to the local community, with the following provisos:
 - the Parish Council will not fund activities it considers to be the responsibility of a statutory authority
 - the Parish Council will not fund activities outside its powers and functions
 - grants will not be considered for projects which have already been completed.

6. Applications and process

- 1) All applications for grants or donations shall be made in writing to the Clerk to the Council. Applications which meet the Council's criteria will be considered at the appropriate full meeting of the Council.
- 2) The Parish Council will consider applications with particular reference to the number of residents likely to benefit.
- 3) Applicants will be required to provide details of the group / organisation and contact information, the purpose to which any grant will be put and the amount requested.

Applicants should also provide details of other funding sources and how the grant will benefit members of the Parish.

- 4) A copy of the group's latest set of accounts or income and expenditure and a copy of the organisation's constitution should be attached to the application form.
- 5) Recipients of grants may be asked to acknowledge Council support on promotional material.

7. Decisions

- 1) The Council shall determine the amount of the grant using the figure stated by the applicant as a guide only
- 2) The grant shall be used for the stated purpose only, otherwise the monies shall be returned to Council.
- 3) The Council reserves the right to request repayment of any grant / donation where an applicant does not comply with these conditions.
- 4) The Council's decision is final and there is no right of appeal.
- 5) The Council reserves the right to decline an application without giving reasons for its decision.
- 6) The Council will not commit itself to continuing expenditure.
- 7) Where a member of the Council is a member of a group / organisation applying for funding that Member shall consider whether in accordance with the Code of Conduct it is necessary for them to declare an interest in the matter.

8. Monitoring and Evaluation

The development of monitoring and evaluation systems in respect of outcomes is an area of good management practice all voluntary organisations should be prioritising. The Parish Council would welcome the provision of findings from grant aided organisations / projects. This information may assist other applications.

Approved on.....