

Grant Policy – Worthington Parish Council

1. Introduction

A grant is any payment or gift made by a Parish Council 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.

Worthington Parish Council operates two types of grant, a Section S137 grant and an unrestricted grant.

The law requires that Section 137 grants must be “in the interests of or will directly benefit the area or its inhabitants, or of part of it, or some of it” and “the direct benefit should be commensurate with expenditure”.

In order to deliver the most benefit for the residents of Worthington, Newbold Coleorton and Griffydham and surrounding villages, a similar approach will be applied to the ‘unrestricted’ grant application.

2. Who can apply?

Local community groups, voluntary organisations and sports/recreational clubs, all must be of a non commercial nature. Any grant application must be seen to be of benefit to residents of Worthington Parish.

3. How can the grants be used and how are they decided?

Grants can normally only be used for capital projects and not for revenue support. Worthington Parish Council awards grants, at its discretion, to organisations 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;
- improving the environment
- Promoting the Parish of in a positive way.

The Parish Council will hear the application and make a final decision. Each application will be assessed on its own merits. However, to ensure as fair a distribution as possible of available funds, the Parish Council will take into account the amount and frequency of any previous awards. Due account may also be taken of the extent to which funding has been sought or secured from other sources or fund raising activities.

At the Parish Council’s specific annual budgeting meeting an amount will be set from which grants will be awarded during the following financial year.

The availability of funds is dependent on the Council’s overall financial position and the choices it makes when allocating its resources.

It is not just the role of the Parish Council to award grants. Where possible it actively encourages organisations to seek grants from other agencies to finance projects.

4. When and how should an application be made?

All applications are to be made on a form that can be obtained from the Parish Clerk or the Parish Council website.

Grant applications will be considered by the Council at the Parish Council meeting the following receipt of completed forms and requested documentation. Funds will be paid to successful applications by agreement. (ie 50% upfront 50% on completion, 75% / 25%)

5. What is required with the application?

Full and complete copies of your signed, certified and audited accounts for the last trading year (only if your organisation has been in existence for that period), plus recent bank statements for 2 months months.

A detailed budget plan and supporting evidence.

A copy of your organisations Constitution, Terms of Reference or Rules.

The number, or percentage, of members that belong to the organisation and that live within the Worthington Parish

Details of any restrictions placed on who can use/access the organisation's services.

Evidence of other awards towards the project, e.g. lottery funding, other bodies.

For grant requests for projects the Parish Council will require that the organisation has obtained fair and reasonable quotes. Quotes or tenders must include: a detailed and itemised breakdown of costs; the supplier's address, telephone number and a contact name;

6. VAT

Worthington Parish Council will not cover reclaimable VAT.

7. What will not normally be funded

The following will not normally be funded: Private individuals, The activities of political organisations. The activities of religious organisations (unless they can show they operate clear and open community activities which do not require membership or connection to the organisation and that the application will be of benefit to the community), General operational and maintenance costs, Events that have already occurred, equipment already purchased, works already started or completed, Repayment of loans or cost of services, equipment or provisions in anticipation of a grant, Organisations that have a closed or restricted membership, Organisations that are the responsibility of another public body/agency, however some form of matched/joint funding might be considered, "Upward funder" i.e. local groups where fund-raising is sent to a central HQ for redistribution, Purposes for which there is a statutory duty upon other local or central government departments to fund or provide, This list is not exclusive, and may be added to at the council's discretion.

8. Grant conditions

The grant can only be used for the purpose stated in the application and the Council reserves the right to reclaim any grant not being used for the specified purpose of the application. Organisations are responsible for ensuring that they are in compliance with all legal and statutory requirements. Should for any reason the organisation disband during the period of the grant the Council may ask

for all or part of the monies to be paid back. Prior approval of the Council is required if any change of purpose of the grant is required. Organisations must contact the Council before disposing of any equipment or resources purchased or part purchased with a grant from the Council. The Council reserves the right to monitor the use of the grant, the organisation will allow reasonable access to premises/accounts upon request from the Parish Clerk. Acknowledgement of the financial support received from the Council is required on documentation and any promotional literature or other media operation. To not do so could mean funding being withdrawn. To be eligible for a grant an organisation shall not discriminate on grounds of racial origin, gender, disability, age, (except for obvious reasons, such as becoming a member of a Youth club), and political or religious persuasion. Normally only one grant per year, though exceptions may be made. More than one project may be comprised in a grant, though one completed application form per project is required.

Should any of these conditions not be met it could result in the award being withdrawn, the grant having to be repaid and future grant applications being refused.

9. Reporting

All grants awarded will be subject to a 6 month 'report back' to the Parish Council as to the progress and/or community benefit. Failure to return a 'report back' may result in the Council asking for all or part of the monies to be paid back.

10. Changes During the Grant Period

The applicant is expected to use the grant money to buy items as specified in the application and grant funding agreement. During the grant period, exceptional circumstances may arise where applicants need to change elements of a project. Applicants must inform Worthington Parish Council in writing immediately and where appropriate seek a contract variation.