



# Blockley Parish Council

## Grants and Donation Awarding Policy & Procedure 2020

Minute ref: 03.2020/11.4

---

BLOCKLEY PARISH COUNCIL, Heritage Centre, Blockley, GL56 9BY

01386 701602 [parishclerk@blockley.org.uk](mailto:parishclerk@blockley.org.uk)

Blockley Parish Council has discretionary powers to award grants to local groups and organisations for “purposes, which may bring a direct benefit to the area or any part of it for some or all the inhabitants”.

### 1. Introduction

- a. Blockley parish council’s discretion to incur expenditure by awarding grants or donations to local organisations or groups are subject to the following conditions:
- b. Allocation of money will be in the interests of, and will bring direct benefit to, the parish or any part of it, or to all or some of its parishioners.
- c. That the benefit will be commensurate with the expenditure.
- d. The provision of any grant or donation must comply with legislation, specifically:
- e. Any enactment which empowers the parish council to incur expenditure or other ‘discretionary expenditure’ under s.137 lga 1972 within the permitted maximum that is calculated against the relevant population.

### 2. General conditions

- a. To be considered for a grant or donation, the organisation or group must demonstrate that services and membership are available to all or some residents of the parish. Also, the organisation or group should be based within the parish or, if elsewhere, the organisation should provide evidence of the services or facilities being patronised by residents of the parish only.
- b. Parish Council grants and donations are intended for projects which increase or improve facilities in the community; therefore only in exceptional circumstances will applications be considered for routine running or maintenance costs.
- c. National or county wide organisations without an active local presence will not normally be considered for a parish council grant.

### 3. Financial considerations

- a. The Parish Council will not support a grant or donation application that has the potential to duplicate funding from other sources and will lead to the total exceeding that required for the specified project.
- b. Applicants should set out the total grant or donation required as no further allowance will be made to cover additional vat payments. Grant or donation payments will not cover vat

payments that can be reclaimed, nor will they exceed the agreed maximum except in exceptional circumstances.

- c. In agreeing to support a grant or donation, the Parish Council will not accept any liability for any circumstances or claim that might arise from the use of such payment.

#### 4. Application process

- a. Each application will be assessed on its own merits.
- b. The Council will take into account whether the application satisfies the requirements of section 137 of the local government act 1972
- c. Eligibility
  - i. Any non-profit making club, charity, voluntary group or community organisation may apply for a grant.
  - ii. All application must identify how the grant or donation will benefit the local community
  - iii. Organisations will normally be expected to have clear written aims and objectives or
  - iv. A written constitution and a separate bank account controlled by more than one signatory.
  - v. For legal reasons the council cannot award grants to:
    - a. Individuals
    - b. Commercial organisations
    - c. Activities that are the responsibility of another statutory authority.
    - d. Organisations outside of the town, unless there is a direct benefit to the town
    - e. Organisations which support or oppose any political party
    - f. Organisations that discriminate on the grounds of sex, race, disability, sexual orientation, religion and belief or age
- d. Other considerations
  - i. Grants cannot be awarded retrospectively.
  - ii. Only one application for a grant or donation will be considered from any organisation in any one financial year.
  - iii. Applications should be for one-off grants which will not result in recurring expenditure to the council. If additional funding is required in subsequent years, a fresh application will be required each year.
  - iv. The Parish Council invites organisations and groups to submit applications throughout the year
  - v. Full completion of an application form will be required in all cases. Applications should be forwarded to the parish clerk as soon as possible after the request for a grant or donation is made.

#### 5. Review & decision

- a. Grants are dependent on
  - i. The availability of funds
  - ii. The suitability of the application.
  - iii. The Council may not be able to award the full amount requested.
  - iv. The Council reserves the right to refuse any grant or donation application which it considers to be inappropriate, or contrary to the objectives of s137.
  - v. Applications for grants under £250 will be referred to the finance committee for consideration and recommendations for decision by the full council
  - vi. Applications for grants over £250 will be considered by to be considered by full council at the next Parish Council meetings held.

- vii. Applicants may be required to attend the finance meeting to answer any questions councillors may have about the project.
- viii. The decision to award a grant or donation will specify the maximum monetary sum available or a percentage of the relevant project cost – whichever is the lesser. The availability of a grant, maximum sum or percentage will be notified to the applicant in writing.

6. Grant or donation claims

- a. Payment of the agreed grant / donation or percentage will only be made upon written request and be accompanied by copies of invoices or receipts.
- b. It should be noted that payment will be made for the purpose specified in the original application and, if the reason for grant or donation support has changed, then a further full application will be required for consideration
- c. Parish Council grants or donations must be taken up 3 months after the grant or donation was awarded. Grants or donations not so used will be referred to the full council for approval to write back the sum awarded into the accounts.
- d. When a claim is made and part grant paid, the unpaid balance will be referred to the full council for approval to write back the sum into the accounts.
- e. All recipients of grants or donations above £250 must provide a written report of how the grant or donation money has been used within 6 months of receipt of the grant or donation.
- f. As all Council money must be properly accounted for, evidence of expenditure must be supplied. The council reserves the right to request a refund of monies awarded if the evidence supplied is unsatisfactory.
- g. The Council may make the award of any grant or donation or subsidy subject to such additional conditions and requirements as it considers appropriate. For example, recipients of a grant or donation may be asked to acknowledge the council's support on stationery and promotional material.
- h. Successful applications will be recorded in the council meeting minutes and published on the Council website.

Grant or donation application form

Name of the group or organisation making the application:

A short description of aims of the group or organisation:

Is the organisation a registered charity?

If yes please provide charity registration number:

For what purpose is the grant or donation?

Total cost of the project:

Amount of grant or donation requested:

When are the funds required:

When will the money be spent:

If the total cost of the project is more than the grant or donation, how will the rest be financed:

Who will benefit from the project:

Approximately how many of those people who will benefit are residents of Blockley, Draycott, Aston Magna, Paxford and Northwick Park.

Your contact details:

Name & position in the organisation:

Tel. No. Email address:

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

Signed..... Date.....

Please return your completed form to the parish clerk at the address given above.

For office use only:

Application received: .....

Finance committee .....

Grant or donation awarded: .....

Feedback received .....

Full council: .....

Date paid: .....