Blockley Parish Council

Covid 19 Emergency Grant Policy 2020

Minute ref: 04.2020/11.7

BLOCKLEY PARISH COUNCIL, Heritage Centre, Blockley, GL56 9BY
01386 701602 parishclerk@blockley.org.uk

About the Coronavirus Emergency Response Fund

This emergency grant programme aims to support local activities in Blockley Parish that are helping parishioners in Blockley Parish affected by the Coronavirus (Covid-19) outbreak. It will offer local charitable and community organisations emergency funding to support emerging challenges faced within the Parish as a result of the continuing threat of Coronavirus.

Subject to available funds, our initial focus is on providing emergency grants to coordinated volunteer programmes, and those picking up extra demand such as foodbanks, counselling services, advice organisations and befriending services, who will play a key role in helping the most vulnerable people in our communities who have been impacted as a result of the virus.

As the situation develops and we understand more fully where the pressures and challenges are, we aim to respond to the needs of community and voluntary groups more widely and will also review the size of grants that we are able to award. At the moment the maximum grant size will be £2,000 though many will be in the region of £500 - £1,000.

Who can apply?

This programme is for charitable organisations and voluntary and community groups with charitable aims. Applicants must be based and working in Blockley Parish, which includes the villages of Blockley, Draycott, Paxford, Aston Magna, Northwick Park and Ditchford.

To be eligible to apply, your work in response to Coronavirus must support one or more of the following groups:

Elderly (aged 65 and over)

Vulnerable or disadvantaged people

People with disabilities and/or underlying health difficulties

Homeless people

Low income families

Refugees and asylum seekers

People experiencing food poverty

Single Parent Families

You do not have to be a registered charity, as long as the work you do has charitable aims.

What can you apply for?

The work that a grant will support has to directly relate to challenges emerging from the Coronavirus outbreak.

The following activities will be a priority for this grant programme:

Direct and immediate practical support for vulnerable groups

Volunteer capacity to organisations delivering support to the above groups

Providing the above groups with access to necessary resources

Initiatives to reduce isolation and vulnerability

Running costs for organisations will be supported, including staff costs, volunteer expenses and transport costs. Small capital costs are also eligible, providing the capital items are directly linked to supporting the above groups.

1. Financial considerations
    i. 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.
    ii. 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.
    iii. 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.

2. Application process
    i. 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 or Donation.
ii. All applications 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.
    b. Commercial organisations.
    c. Activities that are the responsibility of another statutory authority.
    d. Organisations outside of the Parish, unless there is a direct benefit to the Parish.
    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 or Donations cannot be awarded retrospectively.
    ii. Applications should be for one-off Grants or Donations which will not result in recurring expenditure to the council. If additional funding is required in subsequent years, a fresh/duplicate application will be required.
    iii. 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.

3. 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 will be referred to the finance committee for consideration and recommendations for decision by the full council
        vi. 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 by email.

4. 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: -
        i. Estimates / Quotations
        ii. Invoices.
    b. It should be noted that payment will be made for the sole purpose of supporting Covid 19 relief measurtes in Blockley Parish.
    c. Parish Council Grants or Donations must be taken up within 1 week 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 of the 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, such as receipts, 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.