

# West Hill Parish Council

## GRANTS POLICY

Adopted at Full Council 2nd Mar 2021 Min 21/083

West Hill Parish Council works to promote the economic, social and natural well-being of the village, helping to make it a safe, active, healthy and sustainable community and improving the overall quality of life for local residents. The Council is committed to supporting and strengthening the networks and community groups which help to make a positive difference to West Hill.

Applications for grants will be considered from qualifying community organisations which demonstrate a clear need for financial support and which contribute towards the aims and objectives of the Council for the local community.

A grant is any payment or gift made by the Parish Council to an organisation for a specific purpose that will benefit the Parish, or the residents of the Parish. Local Authority legislation requires that expenditure made by virtue of Section 137 of the Local Government Act 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”. Similar considerations will apply for other grants.

### Requirements for Grant Applications

- Organisations applying for a grant must be not-for-profit or have charitable status.
- The following are NOT eligible for grants:
  - ◆ Private individuals
  - ◆ Commercial organisations
  - ◆ Purposes for which there is a statutory duty upon other local or central government departments
  - ◆ Upward funders – i.e. local groups where fund-raising is sent to a central HQ for redistribution
  - ◆ Political parties
  - ◆ Religious organisations, unless for a purpose which does not discriminate on grounds of belief
- Grants will not normally exceed 50% of the cost of the project or defined activity.
- Applications for grant sums of up to £1000 will generally be considered. If a larger sum is required for a significant project of material benefit to the village, the applicants must demonstrate exceptional circumstances and additional information and evidence may be required.

- Applicants must show that some or all of the inhabitants of West Hill will benefit from any grant.
- Grant applications must be made before the start of the project and grants will not be made retrospectively.
- Only one application relating to an individual purpose or project may be made in any one financial year. Where an organisation has made an application previously, the Council will take into account previous applications and performance if a grant has been made.
- The Council expects organisations making grant applications to demonstrate that the project can become financially sustainable, except where assistance is requested in funding a one-off project.
- The Council does not generally expect to be asked to support a project or organisation on an ongoing basis. In exceptional circumstances where an organisation or project is considered to be of worthwhile benefit to the community, and cannot be expected to become sustainable, continuing support may be considered. However a separate grant application must be made each year.
- The Council reserves the right to withhold, withdraw or recover the grant if:
  - ◆ The use for which the grant is awarded ceases
  - ◆ The aims and objectives vary to the extent that the application would not have been eligible for consideration at the time of the application
  - ◆ The funds were not used for the purposes stated in the application
  - ◆ If the grant is not spent within 12 months from the date awarded
- The Council must be credited in any publicity arising from the award of a grant.

### **Process**

1. The grants budget is set annually as part of the general budget setting process.
2. Applications must be made in the approved format and returned to the Clerk.
3. Applicants will need to provide details of the organisation making the application, the project or activity; its aims and purpose; the benefits to the parish; and to demonstrate a clear need for financial assistance.
4. The cost of the project must be stated, supported by third party quotes if appropriate, and the sources of funding explained: the requested grant, other grants, their own resources. Applicants must provide a copy of their previous year's accounts or, for new initiatives, a budget forecast.
5. The Council will consider valid applications and award grants at their next available meeting (first Tuesday of the month). Part of the validation process will be to identify which Power the Council can use, or whether the application complies with the



requirements for a S.137 grant. The applicant(s)/ representative(s) will be invited to attend the Council meeting in order to support their application and respond to any questions.

6. The Parish Council's decision is final and will be notified to the applicant(s) following the Council Meeting. Details of successful grant applications will appear in the Council Meeting minutes.
7. All organisations receiving a grant are required to submit a written report to the Council detailing how the money was spent.