

## CASTLE BYTHAM PARISH COUNCIL GRANTS POLICY

### *A policy for dealing with and determining grant applications*

#### 1. DEFINITION

A grant is awarded by Castle Bytham Parish Council for particular defined purposes which will benefit the Parish or residents of the Parish and is not directly controlled or administered by the Parish Council.

#### 2. LEGAL

The law requires that Section 137 (Local Government Act 1972) grants must be “in the interests or will directly benefit the area or its inhabitants, or part of it, or some of it” and “the direct benefit should commensurate with expenditure”. Section 137(4)(a) of the Local Government Act 1972 (the 1972 Act) for Parish Councils in England for 2020-2021 is £8.32 per electorate. The calculation used is £8.32 x the electorate of Castle Bytham. E.g. £8.32 x 623 = £5183.36. This cap cannot be exceeded.

#### 3. BACKGROUND

- a. Any grants made available are funded directly from the Parish Precept.
- b. The Parish Council receives no other significant monies from any source which can be used for the purpose of awarding grants. Whilst the Parish Council may receive Section 106 or Community Infrastructure Levy funds, these cannot be used for grant/donation applications.

#### 4. POLICY

- a. Each year Castle Bytham Parish Council determines and agrees the budget for the next financial year. It is during this process the Parish Council agrees how much of the precept can be used to award grants.
- b. Any grant made by the Parish Council must directly benefit the Parish of Castle Bytham and its Parishioners. The Parish Council cannot make donations to individuals without being able to exercise the General Power of Competence. When awarding a grant to an individual best practice would be to award the grant if there is direct community benefit. (Thus, the Parish Council cannot for example make a grant to a disaster appeal unless the disaster in some way affected the Parish or a substantial number of Parishioners.)
- c. All proposed expenditure must be detailed in the Parish Council’s annual budget to enable the Parish Council to calculate the precept.
- d. The organisation/group making a grant request should be a non-profit making voluntary organisation where membership is open (i.e. no discrimination of membership on grounds of race, sex or religion etc.)
- e. The Parish Council will not fund events or activities which can be funded by the relevant participants or which can or will be self-supporting by means of donations, or grants from other organisations.
- f. The Parish Council will consider applications for funds in situations;
  - I. Where there is no other way of obtaining the relevant funds;
  - II. The funds will enable the relevant organisation or group to access or “unlock funds or assistance from third parties; and
  - III. Monies have been donated or raised but these are insufficient, and funds are needed to bridge the resulting gap.
- g. The Parish Council will endeavour to provide assistance and support where appropriate to organisations and groups in the Parish wishing to access grants and other funds from third parties and local authorities.

## 5. APPLICATIONS

- a. All applications for grants or donations shall be made in writing to the Clerk to Castle Bytham Parish Council, who shall arrange for those applications which meets the Council's criteria to be considered at the next Parish Council meeting.
- b. The grant/donation available is normally limited to a maximum of £500. However, Castle Bytham Parish Council reserves the right to consider larger applications via Section 137 of the Local Government Act or to exercise its General Power of Competence under the 2011 Localism Act.
- c. Only one grant/donation will be given to any organisation or group, or for any particular purpose in any financial year. (1<sup>st</sup> April to 31<sup>st</sup> March)
- d. If the Council considers that there are exceptional circumstances, then it can decide to exceed the limits in b and c.
- e. Grants/donations can not be awarded after the relevant event or project has been completed.

## 6. CONDITIONS

- a. Where a request for a grant/donation is agreed, the Council shall determine the amount, using the figure stated by the applicant as a guide only.
- b. The grant or donations shall be used only for the stated purpose otherwise the monies shall be returned to the Council, except where the council's prior written consent has been given for the funds to be used for another purpose.
- c. The Council may request that applicants provide written feedback explain how the grant/donation has benefited their organisation/group. If feedback is required, this will be communicated in the decision letter.
- d. The Council reserves the right to request repayment of any grant/donation where an applicant does not comply with these conditions.

## 7. NOTES

- a. The Council's decision is final and there is no right of appeal.
- b. The Council reserves the right to decline any application without giving reasons for its decision.
- c. The Council will not commit to any continuing expenditure.
- d. Nothing in this Policy prevents the Council from providing a grant for donation to a group, organisation or project without application where the Council considers that the giving of such a grant or donation will bring benefits to residents of the Parish.
- e. Where a Member of the Council is a Member of an organisation/group applying for funding, that Member must declare, in accordance with its Code of Conduct an interest in the matter and refrain from voting. Advice may be sought from the Monitoring Officer.