

Yarnfield and Cold Meece Parish Council

Grant Policy

Introduction

The Local Government Act 1972 section 137 enables local councils to spend a limited amount of their budget for purposes for which they have no other specific statutory expenditure.

A local council may incur expenditure which:

In their opinion is in the interests of, and will bring direct benefit to, their area or any part of it or all or some of its inhabitants.

Provides a benefit to its area or residents that is commensurate with the expenditure incurred.

Is awarded to a charity or a body providing a public service on a non-profit making basis (voluntary group).

The maximum amount which a council may spend in any one fiscal year is an index-linked amount per head of the "relevant population"; for 2020/21 this amounts to £8.32 per elector which equates to a maximum grant budget of £13,461.76.

The Council has set aside a budget of £800 for community and environmental projects.

Expenditure incurred by a council under section 137 is open to challenge by the auditor, or by a local government elector objector at on the basis that the expenditure is larger than the direct benefit to the area or to residents would justify. Councils must therefore exercise care when considering the amounts of proposed expenditure under section 137 and, if in doubt, should seek advice before going ahead.

The council needs to adopt a policy for the approval of grants that will guide both the council and applicants as to the criteria to be followed.

Yarnfield and Cold Meece Parish Council Grant Policy

Local Government Act 1972 section 137

Principles of Grant Aid

The Yarnfield and Cold Meece Parish Council (the Council) operates a grant aid system that aims to:

- Help voluntary groups operating in the parish to improve their effectiveness
- Help to ensure the provision of services needed by residents of the parish via the voluntary sector
- Help to encourage new groups or new projects
- The applicant must be able to demonstrate that any funding from the Council will benefit the parish, or residents of the parish.
- Support organisations which meet the needs of people experiencing social and economic difficulties.
- The Council values the diversity and strengths of the local voluntary sector and acknowledges its independent role.
- Ensure that there is equality of access and opportunity for all residents of the parish to the services and funds it provides.

Applications will be considered for the following purposes:

- a. For purchasing equipment either in part or in full.
- b. For the funding of transport that will enable group members to take part in a group trip regardless of their incomes.
- c. For training activities.
- d. For activities that support the health and wellbeing of residents
- e. For the provision of recreational facilities.
- f. For activities that raise the profile of the area.
- g. For running costs of a group or project that is reliant on donations.
- h. For hosting special events or celebrations.

Eligibility

The Council will consider applications for grants from voluntary groups or charitable organisations.

The Council defines a voluntary group as a 'not-for-profit' organisation, set up and run by a management committee and with a bank account.

The Parish Council will entertain an application for a community project that does not meet these requirements if it is supported by one of the existing voluntary groups or charitable organisations that operate in the parish.

The Parish Council will **NOT** award grants to:-

- a. Private individuals
- b. Commercial organisations
- c. Religious organisations: unless for a purpose which does not discriminate on grounds of belief.
- d. Applications from schools for an activity that takes place within the school day will not be considered.
- e. Purposes for which there is a statutory duty upon other local or central government departments to fund or provide
- f. "Upward funders" where fund-raising is sent to a central Head Quarters for redistribution
- g. Political parties

This list is not exclusive and may be added to at the council's discretion.

Conditions

A grant awarded by the Council must:

- a. be used for the purpose for which the application was made.
- b. If the organisation is unable to use the money, or any part of it, for the purpose stated, then all monies, or unexpended part of such monies must be returned to the Parish Council. The Parish Council shall request proof of expenditure.
- c. If the group is unable to use the award for the stated purpose, all monies must be returned to the Council.
- d. All awards must be properly accounted for and evidence of expenditure must be supplied on request.
- e. If the Council is not satisfied with the arrangements, it reserves the right to request a refund of monies awarded.

- f. Grants cannot be made to cover money already spent.
- g. Group will be required to report back as required to the Council on their activities
- h. Acknowledge the Council's support in annual reports.

Application Procedure

Organisations requesting financial assistance are required to submit:

- a. A completed application form,
- b. Supporting documentation to include additional project information
- c. Any formal quotes/costings received for the project.

Grant applications should be submitted to the Parish Clerk at least 7 working days before the date of a Council meeting so they can be included on the Agenda to be considered by the Council. Dates for future meeting of the Council are published on the Council's website or are available on request from the parish clerk.

Assessment Procedure

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

Grant applications will be assessed at the Council's monthly meeting

Each application will be assessed on its own merits.

The Parish Council may make the award of any grant or subsidy subject to any additional conditions and requirements as it considers appropriate.

The Parish Council reserves the right to refuse any grant application which it considers to be inappropriate, or against the objectives of the Council.

The decision of the Council will be confirmed by email to the applicant.

**YARNFIELD AND COLD MEECE
PARISH COUNCIL PARISH COUNCIL
GRANT APPLICATION FORM**



Please complete all questions including signing & dating the declaration at the end of the form. Where a question is not applicable, please enter N/A on the form.

If you wish to provide additional information or expand on a question, please provide an attached sheet.

Please refer to the Council's Grant Policy for full terms and conditions of grants and details of what documentation needs to be included with your application.

If you wish to discuss the feasibility of your proposal or want further advice on the application process please contact the Parish Clerk, or one of the Parish Councillors.

Name of Group or Organisation			
Contact name		Position	
Address			
Phone number			
Email address			
Brief description of your group/organisation's main purpose/activities			

Please provide the number, or percentage, of members that belong to the organisation and live within Yarnfield and Cold Meece parish	
Project for which grant is required	
How will this project benefit the residents of the parish	
Have you received, applied for or intend to apply for funding from any other sourced for this project	Yes / No
Total cost of the project	
Amount of grant required	
How much of the total cost does your group/organisation intent to raise yourself and how?	

Please tick to confirm you have included the following documentation with your application (please enter n/a if not applicable):

- Complete and signed application form
- Detailed budget plan and supporting evidence
- Evidence of any other awards towards the project
- Copy of your organisations Constitution, Terms of Reference or Rules

DECLARATION

Please ensure the person signing the declaration on behalf of your organisation has the appropriate authority to do so.

"I confirm that the information contained in this application is correct to the best of my knowledge. I agree that any money awarded by Yarnfield and Cold Meece Parish Council as a result of this application will only be used for the purposes stated in the

said application, and in accordance with the grant conditions detailed in the Parish Council's Grant Policy.

I further agree to providing copies of receipts & invoices as required to Yarnfield and Cold Meece Parish Council to confirm to them exactly how the money has been spent if the application is successful."

Signed	
Print Name	
Position in the organisation	

Please sign the following declaration and return this form together with all supporting documentation required to:

Clerk to the Council,
Yarnfield and Cold Meece Parish Council
c/o 5 De Havilland Drive
Yarnfield
Staffordshire
ST15 0SX

Telephone: 07456 456771

Email: ycmclerk@gmail.com