

Stanion Parish Council

Policy on Grants Awarded under Section 137 of the Local Government Act 1972

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Document Information

Master Document: The electronic version of this document is the master. Printed copies may not contain the latest changes and should not be relied upon. The master document is published on the Stanion Parish Council (SPC) website.

Purpose: The purpose of this Policy is to explain how grants may be applied for, considered, awarded and reported on.

Distribution: this Policy will be made available to all SPC councillors, SPC staff, volunteers, contractors and members of the public, via the SPC website.

Implementation: This Policy will be implemented following consideration and adoption by the full Council.

Review: This document will be reviewed three years after its adoption, unless there are changes in legislation, or recommended best practice guidelines, in which case, it will be reviewed earlier, to comply with the statutory or recommended changes.

EIA Requirement: An Equality Impact Assessment has been carried out and no adverse impact has been identified.

Financial Implications: This Policy has no financial implications for SPC.

Policy Statement

This Policy is a formal, strategic level document, which provides a statement of intent explaining how SPC will comply with the legislation and any related directives of its subject matter. This is a mandatory document and does not allow for variations of practice. It is relevant to all members of SPC, staff employed by SPC. Non-compliance with this procedure may result in formal complaints being registered and/or disciplinary action/or criminal charges being raised.

This Policy provides a corporate framework which establishes the grant application and award process. It will be reviewed by a nominated councillor every three years unless there

are changes in the legislation, directives, or recommended best practice guidelines that warrant earlier review and amendment. All amendments require the agreement of the full council and for agreement to be formally recorded.

An Equality Impact Assessment has been carried out on this Policy.

Duty to Undertake an Equality Impact Assessment

Public sector organisations have a legal duty under Section 149 of the Equality Act 2010 to have due regard to the need to eliminate unlawful discrimination, harassment and victimisation; advance equality of opportunity between different groups and foster good relations between different groups. Due regard comprises proportionality and relevance.

The EIA Tool

An Equality Impact Assessment (EIA) is a tool to ensure that we don't unwittingly exclude anybody from accessing the services we provide. Undertaking an EIA involves assessing the likely effects of our policies on people according to their 'protected characteristics'.

These are:

- age
- disability
- gender reassignment
- marriage and civil partnership
- pregnancy
- maternity
- race
- religion and belief
- sex
- sexual orientation

An EIA should be applied to a Policy, Strategy, Plan, Function, Project, Service and Event. EIAs help to identify any inequalities in the provision of services, employment, or procedural practices, and minimise the risk of exposure to claims of discrimination.

Principles

All Councillors, and staff are required to comply with this policy in its entirety.

Introduction

A grant is a payment or gift made by the Parish Council to an organisation for a specific purpose that will benefit the Parish, or residents of the Parish, and which is not directly controlled or administered by the Parish Council.

The law requires that Section 137 (s137) grants must be *"in the interests of or will directly benefit the area or its inhabitants, or part of it, or some or it"* and *"the direct benefit should be commensurate with expenditure"*.

In accordance with the Local Government Act 1972 (LGA '72) section 137, Stanion Parish Council sets aside a sum of money each year, which can be applied for by local organisations for projects that will be of benefit to residents within the Parish of Stanion.

The availability of funds is dependent on the Parish Council's overall financial position and the choices it makes when allocating those financial resources.

This document sets out the Policy and Procedure to be followed in the application for grants under Section 137 of the above Act, and the process by which such applications will be determined, with the aim of ensuring that award-making activity is standardised, open, fair and transparent.

Eligible Bodies

To be eligible for the award of a grant under Section 137, an organisation must:

- Be established for charitable, benevolent, social, cultural, recreational or philanthropic purposes
- Have a constitution, or set of rules that define its aims, objectives and operational procedures
- Be able to provide a copy of its latest annual accounts and be able to demonstrate that the accounts are checked and signed by a person independent of the group
- Have a bank account operated by a minimum of at least two joint signatories

What Can Be Funded

The project should be something that makes the local community a better place in which to live, work or visit. It should benefit people who live in the Parish. There must be clear evidence that local people support the project and are involved in carrying it out, and each group may only make one application per financial year.

Grants **will not** be awarded for:

- Support to individuals or private business projects
- The activities of political organisations
- The running costs of any organisation
- Projects that are the prime statutory responsibility of other Government bodies
- Projects that improve or benefit privately owned land or property
- Project that have already been completed, or will have been completed by the time the grant is made

Conditions

The Parish Council may make the award of any grant subject to all or some of the following conditions:

- The Parish Council may wish to visit the project or activity, prior to it commencing

- The Parish Council may wish to conduct a site visit once the funded project is underway
- At minimum, written confirmation of receipt of the funds is required for audit purposes
- Funding must only be used for the purpose for which it was awarded
- If funding is not spent, or is only partially spent on the agreed project or items, the funding or any unused part of that funding is to be refunded to the Parish Council
- Funding must be spent within the financial year in which the award was made and is not to be added wholly or in part to the organisation's Financial Reserves
- If the project costs are in excess of the anticipated costs, the shortfall is to be met by the organisation
- Acknowledgement of the financial support provided by the Parish Council is required to be made in any publication, or publicity that is controlled or generated by the organisation, and in any after project report or annual report of the organisation

The above list of conditions is not exhaustive. Required conditions will be at the discretion of the Parish Council and will take into account and organisation's individual circumstances.

Timeframe for Applying for a Grant

The Parish Council will consider applications on an annual basis at its meeting in May. All applications are required to be in writing and sent to the Clerk to arrive no later than the last day of March. Only applications received by that date will be considered by the Parish Council at the meeting of the full Council in May. Applications received outside that timeframe will only be considered in exceptional circumstances.

Awards authorised will not exceed the amount set in the Budget for s137 grants.

All applications for grants will be treated equally. If an organisation has been awarded a grant in a previous year, they are not excluded from applying for another grant in a new financial year. A fresh application is required for each request for a grant.

Consideration of Applications & Decisions

All applications for grants will be considered at the May meeting of the full Council. Decisions of the Parish Council are final and there is no right to appeal a declined application.

Each application for a grant will be considered on its merits, and due account will be taken of the extent to which funding has been sought or secured from other sources, or the applicant's own fund-raising activities.

Applying for a Grant

All applications are required to be made in writing and submitted to the Clerk to arrive no later than 31 March. The application is required to provide full details of the project, including:

- An overview of the project
- Photographs (if available)
- Copies of all quotations received
- Explain why the project is needed
- Explain the benefits of the project
- How the benefits will be measured
- The total cost of the project
- The amount of the grant being requested
- Details of other funding sources that have been asked to contribute, and their responses (if received)
- The amount sought from each of those other funding sources
- The date by which the project is required to start
- Who will assist with the project – from within the organisation and the local community

Incomplete applications

The Clerk will contact the applicant to request that the missing detail is provided and explain that the application will not be forwarded to the Parish Council until the required information has been supplied.

Signature: Signed on original

Date: 11.3.19