

WILBARSTON PARISH COUNCIL

Grant Awarding Policy

Wilbarston Parish Council has the statutory power to award grants to local organisations for the overall benefit of Wilbarston and its residents. Grants are limited, Wilbarston Parish Council has a small budget for the award of grants and grants are made available to organisations that can demonstrate a need for assistance.

1. Definition of a grant

A grant is defined as an award to an organisation or group to undertake voluntary or community activities for the benefit of the Parish. The organisation/group themselves determine their activities and procedures and the Council makes a financial contribution as a grant award.

2. Scope of funding

Funding support may be available for voluntary and community sector organisations and local bodies which:

- are based in the Parish, delivering activities or services to our parishioners (Regional/National charities are unlikely to be supported unless it can be demonstrated that the project is specific to the parish of Wilbarston, with an obvious benefit to the area);

or

- are newly formed groups intending to provide facilities not yet available to residents;

and

- have not previously applied for a grant from the Parish Council in the current financial year (1 April to 31 March).
- is not be disproportionate to the direct benefit of Wilbarston community and or its residents Regulations under the later amendment of the Local Government & Housing Act 1989 s36 specifies that s137 expenditure must be commensurate with the benefit to the community
- do not discriminate on any grounds

3. Availability of funds

The availability of funds to support voluntary activity is dependent on the Council's overall financial position and the choices it makes when allocating its resources. The Council will only consider supplying direct support in the form of grants to eligible bodies as set out in Section 4 (Eligible groups).

Retrospective applications will not be considered.

4. Eligible groups

These will usually be:

- a non profit making body or one where accrued income is recycled for the benefit of the Parish;
- working for the benefit of the Parish;
- independent, determining their own aims and objectives;
- formally constituted, with a committee made up of volunteers comprising the governing body;
- groups with a formal constitution and/or which have charitable status

Eligible groups may also include voluntary organisations which employ paid staff for their expertise where the group does not have the necessary skills. Individuals are not eligible for grant support from the Council.

The Council awards grants, at its discretion, and will only award a grant to eligible Parish organisations which can demonstrate a clear need for financial support to benefit the Parish by;

- having clear plans for the grant and the organisation;
- providing a quality an effective service;

- having common and transparent arrangements for agreeing objectives;
- undertaking monitoring performance and evaluation;
- enhancing the quality of life;
- improving recreation and/or sports;
- improving the environment;
- promoting the Parish of Wilbarston in a positive way

In order to maintain a consistent approach, all requests for grant funding will be reviewed by the Council in the following areas to achieve value for money:-

- Level of service and quality
- Financial management and the real need for Council assistance
- Cover gaps in existing provisions
- Meeting changing needs
- Attracting new funding
- Reducing duplication

5. Grant Application Process

The Clerk to the Council will receive all applications in the first instance and will then collate all the necessary information from the applicant ready for presentation and discussion at the appropriate Council meeting.

6. Decisions

Decision making will be based on the information provided in the completed application form, and fulfilling the requirements of this document. A decision will usually be made by Full Council at their next meeting, agenda time permitting, or at the one immediately after, unless further information is required.

All applicants will be contacted following the Council's decision.

Funds available are limited and guidance can be given to applicants as to how much money is likely to be available in a specific financial year.

Ongoing commitments to award grants or subsidies in future years will not be made. A fresh application will be required each year.

Each application will be assessed on its own merits. The Council may make the award of any grant or subsidy subject to such additional conditions and requirements as it considers appropriate. The Council reserves the right to refuse any grant application which it considers to be inappropriate or against the objectives of the Council.

7. Performance management

The Council recognises that Performance Management is an important means of showing that public money is spent the right way and achieves best value.

In the allocation of funds, there will be a need to ensure effective monitoring and evaluation which focuses on outcomes. To achieve this it is proposed that:

- Monitoring should be proportionate to the amount of funding awarded
- Monitoring should also be used to demonstrate achievement
- There is a need to keep information collecting as simple as possible for groups

8. Risk management

There are associated risks involved with providing funding support. Voluntary and Community groups

will be encouraged to carry out risk assessments to identify possible areas of concern, for example audit processes and systems to minimise fraud and purchasing public liability insurance. There may be other areas to consider allied to proposed activities.

9. Acceptance of a grant award

Accepting an award means the recipient:

- will provide a report for Parish Council for presentation to the Council or the following Annual Parish Meeting (at the discretion of the Parish Council) outlining how the grant has been utilised, how it has assisted the organisation and what it has achieved;
- agrees to the Parish Council publishing the above report and/or its own article about the grant as the Council sees fit;
- will be accountable for funds and will provide a receipt;
- will sign a disclaimer releasing the Council from any responsibility for the event or activity;
- acknowledges that the grant does not imply or constitute any employer/employee relationship;
- will claim the grant within two months of approval;
- will acknowledge the financial support from the Council in publicity;
- acknowledges that any grant approved will be paid no sooner than 21 days prior to the event
- will take responsibility for the administration of and accounting for any grant
- agree to the grant being used for the purpose for which it was awarded unless the written approval of the Council has been obtained and any subsequent unspent portion of the grant must be returned to the Council by the end of the financial year in which it was awarded

10. Application forms

Applicants will be required to complete an application form obtained from:

Becky Jones, Clerk Wilbarston Parish Council, 1 Castle Road, Wellingborough, Northants NN8 1LL
 clerk@wilbarstonparishcouncil.gov.uk

All questions on the application form should be fully answered and additional appropriate information, which supports and application, should be provided.

In addition to the application form organisations will be required to provide the following supporting information:

- A copy of their written constitution or details of their aims and purpose;
- Full details of the project or activity;
- Demonstration that the grant will be of benefit to the local community within the Parish;
- The proportion or number of beneficiaries living in the electoral area;
- Demonstration of a clear need for the funding;
- A copy of the previous year's accounts or, for new initiatives, a detailed budget and business plan

Review History	Date: (To be reviewed every year) Minute Ref:
Draft Policy presented to Full Council	May 2017
Adopted by Full Council	May 2017 Min Ref: 17/204.5
Readopted by Full Council	10th June 2021 - Min Ref 21/100