

Wigginton Parish Council

GRANT AWARDING POLICY AND PROCEDURE

This policy was adopted at the Wigginton Parish Council Finance Committee Meeting held on 5 May 2021 and reviewed at the Wigginton Parish Council Meeting held on 16 February 2022.

AIMS AND OBJECTIVES OF WIGGINTON PARISH COUNCIL

1. Introduction

Wigginton Parish Council welcomes and values the activities of local voluntary and community groups and their contribution to the well being of its residents. The Parish Council wishes to support activities and causes which makes a positive contribution to the parish of Wigginton that cannot be funded through other means. The Council supports the Churchfield Open Space as well as the young people activities in Wigginton by the Oaken Grove Community Centre. In addition to this, the Council has a small dedicated budget for the award of grants. The Parish Council normally awards small grants at its discretion, to organisations which can demonstrate a clear need for financial support to carry out a proposal which benefits the Parish. Moreover, the Parish Council reserves the right to refuse any application at its discretion. This could include proposals which it considers not in the best interest of (some of) its parishioners or not in accordance with the objectives of the Council for 22/23.

2. Legal powers

The Parish Council can only award grants using its statutory powers. Where there is no statutory power the Parish Council may use Section 137 of the Local Government Act 1972 to give grants to community organisations, as long as it is 'in the interests of or will directly benefit the area or its inhabitants, or part of it, or of some of it'. If the benefit is only for part of the area or part of the inhabitants, 'the direct benefit should be commensurate with expenditure'. This power may only be used if the grant will benefit some or all of its electors and will be commensurate with expenditure incurred. In other words, if the expenditure does not fall within certain categories, the law does not allow the parish to spend above a fixed amount per parishioner benefitting from the grant.

The grant needs to be in the interest of the parish and the local community. If it is only benefitting some of its local residents, this is to be reflected in the grant awarded.

3. Proposals must benefit the parish and must fall within the following objectives for the year 22/23:

The proposals should provide a benefit within the parish that meets the objectives listed below:

- Support the provision of young people's activities
- Support the provision of a high-quality open space at Churchfield Open Space
- Support community projects to 'green' the overall appearance of the village
- Enhance the quality of life within the parish.
- To support the Queen's Platinum Jubilee celebrations.

The principal aim of the parish council is to work for the benefit of the local community and any grants will need to meet this aim.

PRIORITIES

4. The Parish Council will assess grant requests using the following priorities:

- Extent to which the grant meets the needs of the community and provide a positive benefit to its inhabitants.

- Is the grant for a project within the legal powers of the parish council.
- Whether the proposal provide accessibility for all.
- How many local residents will benefit. The number of residents that will benefit from the proposal and what proportion this forms of residents within the parish as well as the proportion of local members compared to the total number of members who will benefit from a grant to the organisation requesting funding.
- If the proposals do not benefit the whole community, whether the group has considered the impact on the whole local community and whether consultation was carried out.
- Cost effectiveness of the proposals.
- Duration of the grant.
- The level of contribution that is provided by the group themselves and/or the extent of match funding.
- The need for the grant. Can the organisation carry out the proposal without financial support from the Parish Council?
- No statutory duty exists upon other local or central government to fund the proposals.

All applications will be judged on their own merits; particular importance will be given to the group clearly demonstrating how the project meets the aims and objectives of Wigginton Parish Council, that there is a need for the project as well as the need for financial support.

CRITERIA

5. Groups and organisations within the parish that can apply for grant funding:

- Voluntary sector
- Community initiatives
- Residents' association
- Community halls
- Sports and other clubs
- Friends of school's groups

6. Groups outside the parish that can apply for grant funding:

Those outside the parish are eligible to apply if they can demonstrate a direct benefit to the area and the residents of Wigginton Parish. Any grant will need to be weighed against the benefit to the local community.

7. Grants cannot be given to:

- Individuals
- Organisations that operate as a business to make a profit or surplus
- Religious organisations, unless a clear benefit to the wider community can be demonstrated irrespective of their religious beliefs. For example, a church hall that is in use for the wider community may be eligible for a grant as long as the other criteria and conditions are met.
- Political organisations
- National organisations
- Schools unless there is a benefit for the wider community.
- Organisations that discriminate on the grounds of race, religion or other protected characteristics.

8. Requirements for the group or organisation

The group needs to have:

- A constitution if applicable
- A management committee consisting of volunteers
- A bank account (or a sponsor organisation who can hold the money on their behalf)

9. Other criteria

- A grant is given for a single year. Monies will not be awarded for ongoing costs. However, a new application can be made every year. Grants will not ordinarily be awarded for staffing costs and labour charges and normal running costs. The scheme will support both capital and revenue projects. Any previous grants to any organisation are taken into account before awarding further grants.
- Groups can apply once per year but may bid for a number of elements of a project in the application.
- Groups will be expected to contribute some of their own funds to the project. Alternatively, the parish council would need to see evidence of match funding through a different grant.
- Where match funding is being sourced outside the parish, the council will need evidence of such funding having been secured prior to paying the grant.
- Retrospective applications (i.e. for projects already completed) will not normally be allowed. Exceptions may be made at the discretion of Wigginton Parish Council if extra-ordinary circumstances exist.

All grant funding awarded is conditional on the grant having been spend on the purposes for which it was awarded. Moreover, the Grant funding needs to be spent within 12 months of the grant having been awarded. If these conditions are not met, the grant will need to be returned. The organisation can request for the period to be extended but such a request needs to be made before any expenditure is incurred. The PC will in this case assess the revised application against its criteria and other applications that have been received and any decision is at the discretion of Wigginton Parish Council.

DETAILS OF THE APPLICATION AND AWARDING PROCESS

10.Groups need to apply for a grant using the attached Grant Application Form.

Groups will be expected to complete the Grant Application Form supplying the following documentation:

- Details of the organisation.
- Details how the proposals will benefit the parish.
- Details of the proposal including a breakdown of the forecast of costs. If applicable, quotations related to the cost forecast will need to be provided.
- A copy of the most recent audited accounts, including all assets and an up-to-date balance sheet
- Most recent bank account statements including any savings accounts if applicable.
- A copy of the constitution or rules of the group
- Proof that the group or a sponsor has a bank account

11. All grant recipients are required to fill in a Grant Report Form

A final report form will need to be completed within 3 months after completion of the project or at the latest within 12 months after having been granted the funding. The final report form needs to demonstrate how the monies have been used, include photographs, quotations of users, supporting documentation and invoices/receipts.

Recognition of the grant from Wigginton Parish council must be made in any publicity material or press release. If this condition is not met, no further grant applications will be considered.

12. The organisation will be asked to repay the grant if the following applies:

- The project is not carried out
- The group/organisation is wound up or ceases to exist.
- The organisation is found to have misrepresented what the funding was needed for or the organisation withheld information regarding their financial position.

Please note that no appeal procedure exists. The decision by the Parish Council is final.

Adopted: 5 May 2021. Reviewed: 16 February 2022. To be reviewed: March 2023.