



## GRANT FUNDING – POLICY AND PROCEDURE:

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### Introduction

Wrose Parish Council (WPC) is committed to supporting local **not-for-profit** community organisations. WPC recognises the benefit of a strong local voluntary sector in:

- Providing valuable local services
- Enabling people to work together in a way that strengthens and builds communities

To support this objective, WPC sets aside a grant budget each year and welcomes applications from organisations that meet the criteria set out in this policy.

The purpose of any grant given by WPC is to support initiatives in the local community and to help create opportunities for the residents of Wrose Parish that are not, as a matter of course, funded by WPC.

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### Legal Powers

Wrose Parish Council awards grants using the powers available to it under:

- The Localism Act 2011 – General Power of Competence (where applicable); and/or
- Section 137 of the Local Government Act 1972, where the General Power of Competence is not available.

All grants awarded must be compliant with the relevant statutory power in force at the time of the decision and must provide demonstrable benefit to the area or inhabitants of Wrose Parish.

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### Policy

#### Which organisations can apply for funding

WPC will consider applications from most **local not-for-profit community organisations**; however, **the Council will not consider applications from:**

- Organisations intending to support or oppose any political party or discriminate on the grounds of race, religion, sex, sexual orientation, disability, or age
- Private organisations operated as a business to make a profit or surplus
- “Upward funders”, i.e. local groups where fundraising is sent to their central headquarters for redistribution

Applications will not normally be considered from national organisations or local groups with access to funds from national ‘umbrella’ or ‘parent’ organisations, unless funds are not available from their national bodies, or the funds available are inadequate for a specified project.

Applications from religious groups will only be considered where a clear and demonstrable benefit to the wider community can be shown, irrespective of religious belief. Compliance with this requirement must be demonstrated throughout the project.

Schools will only be grant-aided for environmental purposes or where, in the opinion of WPC, the application delivers clear benefit to the wider community.

Applications from education, health or social service establishments will only be considered where the organisation can demonstrate that it is working in partnership with other groups and that there are clear benefits to the wider community within the parish.

WPC reserves the right to refuse any grant application which is considered inappropriate or contrary to the objectives of the Council.

Account will be taken of the amount and frequency of previous awards and of the extent to which funding has been sought or secured from other sources or through the organisation’s own fundraising activities.

**Applications from individuals will not be considered.**

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### **Grant Schemes Available**

WPC operates two grant schemes:

- The Community Grant Scheme
- The Community Project Sponsorship Scheme

The Community Grant Scheme provides grants of up to **£500** to eligible community organisations who should complete the standard application process described below.

The Community Project Sponsorship Scheme enables eligible community organisations to submit a request to be considered for a larger grant than normally offered under the Community Grant Scheme. These grants may support projects expected to bring exceptionally widespread and demonstrable benefits across diverse sections of the

local community. Community Project Sponsorship grants are typically between **£500 and £2,000**.

Most funding will normally be awarded through the Community Grant Scheme. It is anticipated that only one or two projects per year might be awarded a Community Project Sponsorship grant.

Normally allocations of up to one quarter of the annual community grant budget will be considered at each quarterly grant review meeting. However, the Council may consider allocating a higher percentage where there is good reason to do so.

Grant funds not allocated by the end of the financial year will lapse and will not be carried forward.

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### **Summary Guidelines for Grant Applications**

- A short report on how the grant has been used should be submitted within three months of the project delivery.
- **Grant funds must only be used** for the purpose for which they were awarded unless prior **written** approval of WPC has been obtained.
- Any unspent portion of a community grant must be returned **by the end of the financial year in which it was awarded**, or within three months if awarded between January and March.

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### **Clawback of Grant Funding**

Where Wrose Parish Council reasonably considers that a grant (or any part of it):

- Has not been used for the purpose for which it was awarded; or
- Has been used in breach of any conditions attached to the grant; or
- Was awarded on the basis of information that was false, misleading, or incomplete; or
- Has not been properly accounted for to the satisfaction of the Council;

the Council reserves the right to require repayment of all or part of the grant (a “clawback”).

Any decision to invoke clawback will be made by resolution of the Council and the recipient organisation will be given the opportunity to make representations before repayment is required.

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## **Conflicts of Interest**

### Applicant Declarations

Applicants must declare any actual or potential conflict of interest, including where:

- A councillor or officer of Wrose Parish Council is a member, trustee, employee, or close associate of the applicant organisation; or
- A councillor or officer may otherwise benefit directly or indirectly from the grant.

Failure to disclose a conflict of interest may result in an application being rejected or a grant being subject to clawback.

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### **Councillor and Officer Interests**

Any councillor or officer with a **disclosable pecuniary interest or other registerable interest** in a grant application must:

- Declare the interest in accordance with the Council's Code of Conduct;
- **Take no part in the decision** on the application; and
- May be asked to withdraw from the meeting where required by law or standing orders.

**Policy reviewed** 12 February 26

**Date of next review** February 28

## **Detailed Guidelines for Grant Applications**

1. It is a condition of any grant application that the group or project must bring direct benefit to the residents of Wrose. All applications must clearly demonstrate how this will be achieved.
2. The scheme provides start-up awards for new organisations well as for existing organisations; however, all organisations will need to have a bank account and an agreed constitution. Applications will be considered for day-to-day running expenses and individual projects.
3. Grant applications cannot be made retrospectively.
4. The administration of and accounting for any grant shall be the responsibility of the recipient. Copies of receipts for all expenditure funded by the grant should be submitted to the council.
- 5 A short report on how the grant has been used should be submitted to the council within 3 months of the project delivery.

Applicants are asked to acknowledge the contribution of Wrose Parish Council in any publicity material produced relating to the projected supported.

The group may be invited to attend the Annual Parish Meeting of the parish to give a short presentation about the work that was funded.

The Council may also use information about the grant and its use in its newsletters, publicity material and communication channels.

6. Any grant must only be used for the purpose for which it was awarded unless the written approval of WPC has been obtained in advance for a change in use of the grant monies.
7. Any unspent portion of a community grant must be returned to WPC by the end of the financial year in which it was awarded or within 3 months of the ending of the financial year if it was awarded between January and March. It is recognised that in some circumstances a grant awarded as part of the community project sponsorship scheme may need to be held for a longer period before it is fully spent but all funds should have been spent within 2 years of allocation or they will need to be returned to WPC.
8. Any organisation may only receive one grant in any financial year.

9. Ongoing commitments to award grants in future years will not be made (applications must be made for each year funding is required).

10 The WPC may make the award of any grant subject to such additional conditions and requirements as it considers appropriate.

11. The size of any grant awarded is at the sole discretion of WPC.

**Procedure:**

1. A completed application form must be submitted to the clerk of WPC with the following required additional information.

- Most recent bank account statements
- Copy of most recent verified / audited Annual Accounts
- Group constitution or set of rules.
- Copy of the group's public liability insurance
- Account details where the grant is to be paid if the application is successful.
- IF children and young people up to 18 years of age or vulnerable adults are involved, please also include a copy of your safeguarding policy.

2. Applicants will normally receive acknowledgement of application receipt within 7 working days<sup>1</sup> Grant applications may be considered at each Full Council meeting but must be received at least 15 days before the meeting date to enable papers to be reviewed for eligibility and completeness and to be included in the meeting agenda.

3. The WPC clerk will collate all the necessary information from the applicant and ensure application meets grant awarding policy prior to presentation to WPC for consideration.

4 Applicants may be invited to the meeting considering grant requests to enable the councillors to hear more about the proposals before they decide.

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<sup>1</sup> At times when the part-time clerk is on holiday the response period might be longer.



## Grant Scheme Application form

Name of group:	
Aims of the organisation	
Main group contact: (Full name and title)	
Position in group	
Address	
Telephone	
E-mail	
Grant scheme allied for* <small>*Community grant scheme or Community project sponsorship scheme</small>	
Provide a detailed description of the project including the benefits you expect it to deliver.  Approximately how many Wrose residents will benefit from it.	
Say how you know there is a need for your project	

<p>How will you make your project as accessible to individuals with differing needs</p>	
<p>What are the full costs of the project (including VAT if applicable)</p> <p>How have you estimated these costs</p>	
<p>Where is other funding from the project to come from? (Tell us the funder and the amount you expect from them)</p>	<p>Funder ..... £.....</p> <p>Funder ..... £.....</p>
<p>Please tell us about the stage at which your other applications are at, i.e. just applied, awaiting outcome of application or funding confirmed.</p>	
<p>What contribution to these costs would you like from the parish council?</p>	
<p>Is this contribution for a specific element of the project?</p>	
<p>What is the structure of your organisation?</p>	<p>Informal group      <input type="checkbox"/> yes</p> <p>Registered charity   <input type="checkbox"/></p> <p>Other                    <input type="checkbox"/> Please give details below</p> <p>.....</p>

Does your organisation have public liability insurance	
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**Please ensure that the following documents are submitted with your application.**

	Tick to confirm enclosure
Group constitution or set of rules	
Copy of the most recent verified /audited accounts	
Most recent bank account statements	
A copy of your public liability insurance	
Safeguarding policy if the project involves children, young people up to 18 or vulnerable adults	
Bank details of where the grant is to be paid if your application is successful	

The WPC reserves the right to request any further information that it deems necessary to assist the decision-making process.

### **Application Declaration**

In signing this application, I confirm that the information provided is, to the best of my knowledge, true and accurate and on behalf of the organisation applying for the grant I agree to be bound by the terms of the Wrose Parish Council Grant policy.

Name	
Position	
Signature	
Date	

Please return to:

[clerk@wroseparishcouncil.gov.uk](mailto:clerk@wroseparishcouncil.gov.uk)

If you are applying for the community project sponsorship scheme, please remember to complete the next page and include that in your submission

# Additional information to be provided by applications of the Community Project Sponsorship Scheme

Applications under the community project sponsorship scheme need to demonstrate exceptionally widespread community benefits across a diverse section of the community.

Group Name	
Describe how your project provides benefits over and above those that might be expected under the community grant scheme	
Please list the diverse communities that will be supported by this project	
Please indicate how you will measure that the benefits stated have been delivered	

Signature.....

Date.....

Please return to:

[clerk@wroseparishcouncil.gov.uk](mailto:clerk@wroseparishcouncil.gov.uk)