



GRANT AWARDING POLICY

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GRANT AWARDING POLICY

1.0 PURPOSE AND SCOPE (OBJECTIVE)

- 1.1 Saxilby with Ingleby Parish Council (“the Council”) sets aside a small sum of money every year for grants to local or charitable organisations where their activities will contribute to, and be of benefit to, the life of the people who live in the parish of Saxilby with Ingleby (“the Parish”). This is permitted under Section 137(4)(a) of the Local Government Act 1972 for local councils in England. The maximum amount which could be available is derived from a figure set at £8.82 per elector in the parish for the financial year 2022-23.
- 1.2 These grants are limited and are made available to organisations that can meet specific criteria to demonstrate the need for assistance.
- 1.3 The total amount available is agreed by the Council as part of its budget-setting each year.
- 1.4 To ensure that fair and proper consideration is given to all requests, the Council requires applicants to follow an application process (detailed below).

2.0 ELIGIBILITY/CONDITIONS

- 2.1 Grants will only be considered from organisations based in or delivering benefit to the parish and its residents.
- 2.2 Applications must be made on an annual basis, irrespective of the type of financial assistance being requested.
- 2.3 Applications will only be accepted from charitable, voluntary and non-profit making groups or organisations and not from individuals.
- 2.4 The Council is unable to give financial assistance to organisations or charities operating overseas.

3.0 TYPE OF GRANTS AVAILABLE

- 3.1 Revenue grants – The Council will provide grant aid for revenue expenses towards the continuing provision of a service.
- 3.2 Project grants – The Council will provide grant aid towards specific projects or purchase of equipment.

4.0 APPLICATION PROCESS

- 4.1 Applications must be submitted via the Council’s Grant Award application form. See Appendix A for a form. Forms can also be obtained via the Parish Clerk or

can be downloaded from the Parish Council website.

4.2 Applicants must supply a set of recent financial accounts with their application.

4.3 Applicants must supply a copy of their constitution or rules of the organisation.

4.4 All applications will be considered on their merits.

4.5 The amount awarded will be at the discretion of the Council.

5.0 **GENERAL CONDITIONS**

5.1 Grants should be spent for the purpose and on the project/activity for which they were given.

5.2 The Council would expect due recognition in any publicity relating to the final project or activity.

5.3 Grants will not be made retrospectively for money already spent.

5.4 Organisations awarded a grant will be required to provide the Council with a written report within six months of the award date to demonstrate how the funds are being spent. Receipts may be required to demonstrate expenditure on specific purchases. The report may also be used in the Council's Annual Report.

5.5 If an organisation is dissolved before the grant has been utilised, the Council would expect a reimbursement of the grant awarded.

5.6 Organisations are not restricted to the number of grant applications they may submit to the Council during any year however any decisions when considering applications will be made on their individual merit.

5.7 The awarding of a grant in one year or period does not set a precedent for any subsequent applications.

5.8 If contractors are used for any work, the Council may require organisations to provide written estimates.

6.0 **RESPONSIBILITIES**

6.1 The Council will publicise the availability of this grant aid within the Parish.

6.2 The Council will review the grant aid budget as part of its regular monitoring of expenditure against budgets.

6.3 A review of this policy shall be undertaken each year (or as appropriate) and necessary amendments will be undertaken by the Clerk and reported to Full Council for approval.

APPENDIX A – APPLICATION FORM

Saxilby with Ingleby Parish Council



Grant Application Form

2022-23

When completing this application form, please use a continuation sheet if required.

Name of organisation:

Title (Mr/Mrs/Ms):

First Name:

Last Name:

Position in Organisation:

Organisation Address:

Postcode:

Telephone number:

Email:

Are you or any members of your organisation related to any elected members or employee of the Council? If so, please give details:

Purpose/aims of organisation. (Attach constitutional documents as appropriate):

Size of organisation/number of members:

Purpose for which the grant funding is required. Please include details of who in the Parish will benefit from the project or scheme requiring funding:

Total cost of the project or scheme requiring funding:

Please provide details of the breakdown of costs

Type of grant being applied for:

Revenue	<input type="checkbox"/>	Project	<input type="checkbox"/>
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Please tick as appropriate

Amount of grant applied for:

If this grant will be providing part funding for the project or scheme detailed, explain how the rest will be funded:

Detail the organisation's activities over the previous year:

Detail the organisation's plans for the forthcoming year:

Please provide details of any previous financial assistance provided by the Council, including dates, details of any schemes or projects and the amount received from the Council:

Does your service/project involve work with children, young people under the age of 18 or vulnerable adults?

Yes	<input type="checkbox"/>	No	<input type="checkbox"/>
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Please tick as appropriate

If Yes, as a minimum we expect you to:

- have safeguarding policies in place that are appropriate to your organisation's work and the project you are asking us to fund

- review your safeguarding policies at least annually
- complete a rigorous recruitment and selection process for staff and volunteers who work with children, young people or vulnerable adults, including checking criminal records and taking up references
- check criminal records at least every three years
- follow statutory or best practice guidance on appropriate ratios of staff or volunteers to children, young people or vulnerable adults
- provide child protection and Health and Safety training or guidance for staff and volunteers
- carry out a risk assessment, if appropriate
- secure extra insurance cover, if appropriate

I confirm that my organisation meets these requirements:

Yes	<input type="checkbox"/>	No	<input type="checkbox"/>
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Please tick as appropriate

Please provide any additional information you may consider relevant or helpful to the Council when considering this application:

Organisations awarded a grant will be required to provide the Council with a written report within 6 months of the award date to demonstrate how the funds are being spent. Receipts may be required to demonstrate expenditure on specific purchases. The report may also be used in the Council's Annual Report.

CONSENT

Your privacy is important to us and we would like to communicate with you about the council and its activities. To do so we need your consent. You can find out more about how we use your data from our Privacy Policy which is available from our website www.saxilbyparishcouncil.gov.uk or from the Council Office, St Andrews Community Centre, William St, Saxilby, LN1 2LP.

You can withdraw or change your consent at any time by contacting the Council Office.

- We may contact you to keep you informed about what is going on in the Council's area or other local authority areas including news, events, meetings, clubs, groups and activities. These communications may also sometimes appear on our website, or in printed or electronic form (including social media).

- We may contact you about groups and activities you may be interested in participating in.
- We may use your name and photos in our newsletters, bulletins or on our website, or our social media accounts (for example our Facebook page or Twitter account).

I agree that the Council may process my personal information for providing information and to correspond with me. Please fill in your details below and confirm your consent.

Declaration and Consent:

I declare that to the best of my knowledge and belief, all particulars and information provided in this document are correct and complete. I understand that any false declaration or misleading information or any significant omission may result in the rejection of the application or repayment of any grant aid subsequently provided.

I give my consent for the council to communicate with me

Name:.....

Address:.....

Signed **Date**

This form must be returned to the Clerk at Saxilby with Ingleby Parish Council, St Andrews Community Centre, William Street, Saxilby, Lincoln, LN1 2LP. clerk@saxilbyparishcouncil.co.uk

Your application must be accompanied by a copy of your most recent published financial accounts plus any other documentation as requested in the form.