

# Wiggenhall St Germans Parish Council

## Grants and Donations Policy

Adopted Apr 2020

Reviewed Jan 24

### **1 SECTION 137 OF THE LOCAL GOVERNMENT ACT 1972**

Section 137 of the Local Government Act 1972 allows Wiggenhall St Germans Parish Council to spend a limited amount on activities for which it has no specific power, but which Wiggenhall St Germans Parish Council considers will bring direct benefit to the area, or any part of it, or all of some of its inhabitants. Wiggenhall St Germans Parish Council will consider financial assistance to local organisations and groups if it believes that such a grant would benefit the parish and/or its electorates, grants will be proportionate to the benefit perceived by the Council.

### **2 PROCESS**

1. Applications must be made in writing.
2. Any community/voluntary/charitable organisation may apply to the Parish Council for a grant.
3. The organisation must have a bank account as disbursement cannot be made payable to individuals.
4. Any payments made are subject to the normal annual budgetary constraints of the Parish Council.
5. Payments will be made at the discretion of the Parish Council.
6. A resolution for financial assistance to an organisation will be made by the Parish Council and recorded in the minutes.

### **3 HOW TO APPLY**

A form can be found at Annex A to fill in and send back to us. Your application will be acknowledged within 5 working days.

### **4 WHAT WE WILL DO WHEN WE HEAR FROM YOU**

The Council will deal with your request for financial assistance at a meeting. Your application will be discussed and considered by councillors and a resolution will be passed to:

1. approve the request; or
2. refuse the request; or
3. reduce the amount requested and approve the reduction; or
4. request additional information.

You will be informed in writing of the decision no later than 10 working days following the meeting. If your application was successful, payment advice will be included with the letter. If additional information has been requested, your application will not be considered until the next meeting.

You should make yourself aware of future meeting dates (advertised on the Council's website) so as to manage expectations of the time that it may take to complete the process, if you are concerned that the grant will not be available in time for the intended purpose you should make clear any deadlines in the application.

### **5 TERMS AND CONDITIONS**

Wiggenhall St Germans Parish Council will consider applications for grants from voluntary groups or charitable organisations. To qualify for an award the applicant must be able to demonstrate that any funding from the Council will benefit the Parish, or residents of the Parish. Grant applications will be dealt with by the Full Council.

In considering an application, the Council will refer to the following guidelines:

#### **ELIGIBILITY:**

1. Any Charity, Voluntary Group, Community Organisation or to fund an item or event organised by an individual that represents the whole Parish eg a poppy wreath.
2. Agencies that operate within the Parish and are of benefit to the local community, with the following exceptions, which the Council will not fund:
  - activities that it considers to be the responsibility of a Statutory Authority.
  - applications from schools for an activity that takes place within the school day.
  - activities outside its powers and functions.
  - Applications that exceed the authorised S137 expenditure limits or are disproportionate to the number of parishioners that would benefit.

#### **WHAT CAN BE FUNDED?**

1. The project should be something that makes the local community a better place in which to live, work or visit.
2. It should benefit people who live in the Parish.
3. There must be clear evidence that local people support the project and are involved in carrying it out.
4. Applications do not have to be from groups that already exist. Help will be given to new or informal groups of people who have come together to undertake new projects and priority will be given to those who are doing something which adds value, rather than applications for running costs.
5. Each group may only make one application per financial year.
6. Preference will be given to local groups.

#### **CONDITIONS:**

1. Grants will not be awarded for the benefit of individuals.
2. Additional applications within a 12-month period will not normally be considered.
3. The award must be used for the purpose for which the application was made.
4. If the group is unable to use the award for the stated purpose, all monies must be returned to the Council.
5. All awards must be properly accounted for and evidence of expenditure should be supplied as requested. If the Council is not satisfied with the arrangements, it reserves the right to request a refund of monies awarded.
6. Groups operating outside the parish boundary will normally be limited to an upper limit of £100.00.
7. Awards of greater than £200 must provide a written report to council detailing what they achieved, how the money was spent and what were the benefits for the group and community.
8. Donations to Registered Charities in response to a general fundraising appeal will not normally be considered.

#### **6 MONITORING AND REVIEW OF THIS POLICY**

The Council shall be responsible for reviewing this policy annually to ensure that it meets legal requirements and the S137 limits of expenditure.

**APPLICATION FOR GRANT/DONATION  
FROM WIGGENHALL ST GERMANS PARISH COUNCIL**

	Please complete this form in block capitals
1. Name and address of the organisation requesting a grant	
2. Contact name (who has authority to act on behalf of the organisation)	
3. Amount requested £	
4. Purpose(s) for which the grant will be used	
5. Please specify how this will benefit the Parish and/or the parishioners of Wiggenhall St Germans	
6. Have you requested, or are you receiving funding from other sources? (if yes, please provide amount and funder(s) details)	
7. If your application is successful, payment will be made by cheque. Please provide the payee details and address the cheque is to be sent to.	Payee: ..... Address: ..... .....
8. Date funding is required. (including any deadline).	
9. Applicants Signature, Name and date. This acknowledges that the organisation/applicant will accept and will comply with the Terms and Condition at section 6 of the Parish Council's Grants and Donations Policy.	Sign: ..... Name: ..... Date: .....