

# Barkestone, Plungar & Redmile Parish Council

## Grants & Donation Policy

### Background

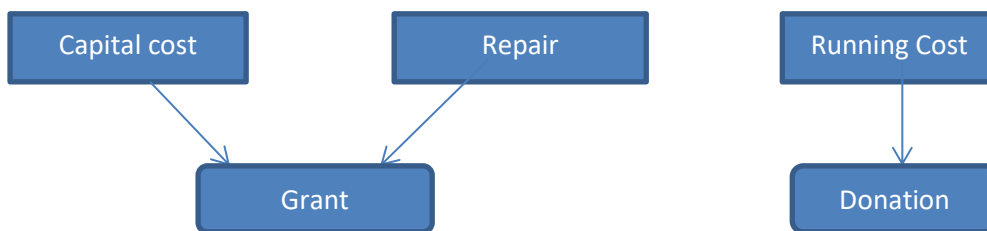
Upon request, the Parish Council has over the years made a number of modest financial awards that have been in recognition of the benefit to the local community by that particular organisation. In these challenging times the Parish Council is keen to recognise, encourage & support local organisations, community groups or causes. Therefore, it has resolved to budget an amount of money each year to be donated to groups provided the application offers actual or potential benefit within the parish.

Parish Councils have a number of powers granted by Parliamentary statute that enable it to spend money on a range of discretionary powers should it so wish to. Should any grant or donation request not fall into one of the discretionary powers then the Parish Council will consider the application under Section 137 – the power of last resort. Any potential applications that fall to Section 137 must match to a strict definition. There are also financial restrictions placed upon Section 137 spending based upon the number of parish residents on the electoral roll. The amount of money the Parish Council plans to precept each year in support of local organisations, causes or activities will fall below that amount.

Since any grant or donation will be paid from the precept which is public money, the grant or donation awards process must stand up to public scrutiny.

The monies the Parish Council hold for grant & donation requests will be held under one budget heading even though there are two separate routes to secure funding. Applications are invited through-out the year but applicants should be aware that in instances where the funding is exhausted during the year it would be in exceptional circumstances that funding would be made available.

### Donation or Grant Request – how to differentiate



<b>Grant Requests</b>	<b>Donation Requests</b>
<b>Reasons for Applying</b>	<b>Reasons for Applying</b>
The application demonstrates that the request would make the local community a better place in which to live or work.	The benefits the organisation, community group or cause provides to the parish outweighs the donation request
	Proof that this is a short term need & that the organisation, community group or cause is otherwise viable.
There should be evidence that local people support the initiative & are involved in the organisation, group or cause or want to be involved in the delivery of the initiative.	That without the request the organisation, community group or cause will struggle to operate within the parish.
	There should be evidence that local people are involved in the organisation, group or cause.
<b>Timeline</b>	<b>Timeline</b>
The project or initiative must be specific, tangible & deliverable within 12 months of the award.	The request must be specific & the outcome settled within 3 months of the award.
<b>Who can Apply</b>	<b>Who can Apply</b>
Local organisations, community groups or causes from within the parish that have a constitution or set of rules which define its aims, objectives and operational procedures.	Local organisations, community groups or causes from within the parish that have a constitution or set of rules which define its aims, objectives and operational procedures.
A start up or fledging organisation, group or cause that will deliver its service within the parish.	
Nationally recognised charities or not for profit organisations provided they match with two of the three criteria: they meet within the parish, local residents belong to the group & the reason for the request is delivered within the parish.	
Local organisations, community groups or causes must have a bank account operated by a minimum of at least two signatories.	Local organisations, community groups or causes must have a bank account operated by a minimum of at least two signatories.
<b>Who is Exempt from Applying</b>	<b>Who is Exempt from Applying</b>
Individuals	Individuals
Private organisations operated as a business for the purposes of making a profit or surplus.	Private organisations operated as a business for the purposes of making a profit or surplus.
Political organisations	Political organisations
School trusts	School trusts
Local organisations, community groups or causes whose reason for applying is in support of a project or initiative for an individual.	Local organisations, community groups or causes whose reason for applying is in support of a project or initiative for an individual.
Nationally recognised charities or not for profit	Nationally recognised charities or not for

organisations that centrally pool their fundraising for redistribution.	profit organisations that centrally pool their fundraising for redistribution.
Other statutory authorities	Other statutory authorities
<b>General Information for Applicants</b>	<b>General Information for Applicants</b>
Applications are welcomed through-out the financial year (April to March).	Applications are welcomed through-out the financial year (April to March).
Once the grant budget for the year is spent, no further funding will be made available unless it is for exceptional circumstances.	Once the donations budget for the year is spent, no further funding will be made available unless it is for exceptional circumstances.
There is no standard form that requires completing.	There is no standard form that requires completing.
Applicants may submit their applications via email or post:  Email: <a href="mailto:parishclerk@bpr-pc.org">parishclerk@bpr-pc.org</a> Post: Sharon Pyke Barkestone, Plungar & Redmile Parish Clerk c/o 5 Cropwell Manor Court Cropwell Bishop Nottingham NG12 3GS	Applicants may submit their applications via email or post.  Email: <a href="mailto:parishclerk@bpr-pc.org">parishclerk@bpr-pc.org</a> Post: Sharon Pyke Barkestone, Plungar & Redmile Parish Clerk c/o 5 Cropwell Manor Court Cropwell Bishop Nottingham NG12 3GS
Applicants should provide a justification as to why they believe the Parish Council should consider providing financial support.	Applicants should provide a justification as to why they believe the Parish Council should consider providing financial support.
Applicants should include what they are doing to raise funds themselves.	Applicants need to include what the local organisation, community group or cause can do to try to remedy the situation & the likely time scale.
Where applicants have audited accounts available, a copy of the latest set of accounts should be submitted with their application. If accounts are not available, the latest financial information for the group should accompany the grant application form.	Where applicants have audited accounts available, a copy of the latest set of accounts should be submitted with their application. If accounts are not available, the latest financial information for the group should accompany the grant application form.
If VAT is able to be reclaimed this should not be included within the request.	If VAT is able to be reclaimed this should not be included within the request.
Grant awards will not usually exceed the maximum amount of money that has been budgeted for the year.	Donation awards will not usually exceed the maximum amount of money that has been budgeted for the year.
Grants will usually only be made to a group once per financial year (April to March).	Donations will usually only be made to a group once per financial year (April to March).
Grants will not be considered for expenditure already incurred.	Donations may be considered for expenditure already incurred.
Any funding award may only be used for the purpose set out in the grant application.	Any donation may only be used for the purpose set out in the donation application.
If for any reason the grant award does not go ahead or is not fully utilised or the purpose of the grant award comes in under budget, then	If for any reason the donation award is no longer needed for the purposes intended or it is not fully utilised or the financial

the monies must be returned to the Parish Council.	circumstances of the local organisation, community group or cause changes then the donation award or residual amount must be returned to the Parish Council.
If funding is being requested from more than one source, the names of the other potential funding sources must be listed.	If donation requests are being requested from more than one source, the names of the other potential funding sources must be listed.
If the Parish Council makes an award it may be subject to a number of caveats which must be accepted in writing before funding is released.	If the Parish Council makes an award it may be subject to a number of caveats which must be accepted in writing before funding is released.
<b>Process of Award</b>	<b>Process of Award</b>
The applicant who made the request will be contacted by the Parish Clerk to acknowledge receipt of the request.	The applicant who made the request will be contacted by the Parish Clerk to acknowledge receipt of the request.
A meeting date when the grant request will be considered by the Parish Council will be arranged so that a representative from the organisation, community group or cause is able to attend.	A meeting date when the donation request will be considered by the Parish Council will be arranged so that a representative from the organisation, community group or cause is able to attend.
The request will be added to the Parish Council's agenda.	The request will be added to the Parish Council's agenda.
A representative from the group will be offered the opportunity to make a short representation or read out what they are seeking to achieve from this grant & how it will benefit the local community.	A representative from the group will be offered the opportunity to make a short representation or read out the circumstances of why they are applying for a donation at this particular time.
More than one request may be heard at a Parish Council meeting but that should not be interpreted that it is a competitive environment.	More than one request may be heard at a Parish Council meeting but that should not be interpreted that it is a competitive environment.
The Parish Council will assess each request on its own merits. Consideration may be given to the amount & frequency of any previous awards.	The Parish Council will assess each request on its own merits. Consideration may be given to the amount & frequency of any previous awards.
The outcome will be recorded by a minute.	The outcome will be recorded by a minute.
The Parish Council will make a decision at the meeting & if appropriate, the amount secured & the terms to be applied.	The Parish Council will make a decision at the meeting & if appropriate, the amount secured & the terms to be applied.
The Parish Clerk will write to the applicant to confirm the decision.  If the decision was to defer, then the information required to be brought back for determination by the Parish Council will be included.  If the decision was to refuse the request, then the reason will be supplied.	The Parish Clerk will write to the applicant to confirm the decision.  If the decision was to defer, then the information required to be brought back for determination by the Parish Council will be included.  If the decision was to refuse the request, then the reason will be supplied.
Once confirmation of the acceptance of the	Once confirmation of the acceptance of the

grant award has been received. The Parish Clerk will seek approval to make payment by bank transfer into the organisation, community group or cause's bank account at the next Parish Council meeting.	donation award has been received. The Parish Clerk will seek approval to make payment by bank transfer into the organisation, community group or cause's bank account at the next Parish Council meeting.
No payment will be made to a 3 <sup>rd</sup> party.	No payment will be made to a 3 <sup>rd</sup> party.
The Parish Council will request feedback &/or receipts to demonstrate how the money has been spent &/or to inspect the purpose or outcome of the expenditure. All grant awards will be subject to a time limit of not more than 12 months.	The Parish Council will request feedback &/or receipts to demonstrate how the money has been spent &/or to inspect the purpose or outcome of the expenditure. All donation awards will be subject to a time limit of not more than 3 months.

## Questions

Please contact the Parish Clerk by email: [parishclerk@bpr-pc.org](mailto:parishclerk@bpr-pc.org) or ring: 077144 19664

## Review Process

The budget for grant & donation requests will be agreed by the Parish Council as part of its annual precept process which is typically finalised in January of each year.

The Parish Council will review the effectiveness of this policy at its Annual Parish Council meeting & make any adjustments accordingly.

## Version Control

Adopted: 17 January 2017