

# **SOUTH WILLESBOROUGH & NEWTOWN COMMUNITY COUNCIL (The Council)**

## **Revised Grants and Donations Policy**

### **1. Introduction**

A grant or donation is any payment or gift made by The Council to an organisation for a specific purpose that will benefit the Parish, or residents of the Parish, and which is not directly controlled or administered by the Council.

### **GRANTS AND DONATIONS POLICY**

#### **PART 1 – Grants of up to £2000**

**The Council will operate two types of grant**

**1. A Section 137 grant of up to £2000 permitted by the Local Government Act 1972.**

#### **Specific Provision for S137 grants up to £2000**

The law requires that Section 137 grants must be

“in the interests of or will directly benefit the area or its inhabitants, or of part of it, or some of it”  
“the direct benefit should be commensurate with expenditure”

#### **2. Unrestricted Grants of up to £2000**

A grant where the Council has an unrestricted statutory power to spend money (and, where S137 cannot be used) e.g. section 19 of the Local Government (Miscellaneous Provisions) Act 1976 Act, empowers a local council to contribute by way of grant or loan towards the expenses incurred by any voluntary organisation in providing any recreational facilities.

In order to deliver the most benefit for the residents of South Willesborough and Newtown, there will be a similar approach applied to both types of grants

NB Whether a grant or a small donation (see Part 2) the Council will need to be assured that the award benefits the SWAN Community

#### **General policy considerations**

- The maximum sum set aside each financial year for grants is to be agreed annually at the full Community Council meeting in which the precept is set.
- The Finance and General Purposes Committee is responsible for the allocation of grants and donations WITHIN the allocated budget.
- The Committee may refer matters to the full Council if it so wishes
- The Committee must satisfy itself that the grant will benefit the area and a significant number of residents and/or businesses
- All applications must be made in writing and submitted to the Clerk
- Each application must be accompanied by the appropriate supporting documents (see Sections 6 & 7 below)
- The Council will offer 30 minutes' advice to new applicants (10 minutes for small donations)
- If the grant requests received exceed the grant monies available in a financial year, then Councillors will target those projects judged to offer the greatest value to the area.
- To be eligible for a grant an organisation shall not discriminate on grounds of racial origin, gender, disability, age and political or religious persuasion.
- Normally only one grant per year per organisation will be permitted though exceptions may be made.
- More than one project may be comprised in a grant, though one completed application form per project is required.
- Unless agreed otherwise, projects should be completed within 1 year of a grant offer
- Applications can be accepted from organisations based outside of the Council's area provided the organisation can demonstrate that the grant would directly benefit residents of the area.

- If the organisation is unable to use the grant for the stated purpose, monies must be returned to the Council.
- The grant must be used for the purpose for which the application was made
- Failure to comply with the above may result in the rescinding of the grant and a request for its return.
- All grants are awarded at the Council's discretion. The Finance and General Purposes Committee's decision is final (unless it has opted to refer the application to the full Council, in which case the Council's decision is final). There is no right of appeal.

## 2. Who can apply?

Local community groups, voluntary organisations and sports/recreational clubs - all must be of a not-for-profit nature.

Any grant application must be seen to be of benefit to residents of South Willesborough and Newtown

## 3. What will not normally be funded

- Private individuals
- Projects already started
- The activities of a political or religious nature, nor activities considered to be the responsibility or statutory duty of the principal authorities or central government departments
- Awards to organisations that make, or attempt to make, profit for the benefit of members or owners over and above revenue expenditure, e.g. running costs, staff costs, premises maintenance and general overheads.
- "Upward funding" i.e. where fund-raising is sent to a central HQ for redistribution
- Repayment of loans or cost of services, equipment or provisions in anticipation of a grant.
- Organisations that have a closed or restricted membership.

## 4. How can the grants be used?

- Grants can only be used for capital projects and not for revenue support.
- The Finance and General Purposes Committee or South Willesborough and Newtown Community Council will award grants, at its discretion, to organisations which can demonstrate a clear need for financial support to achieve an objective which will benefit the Parish by:
  - providing a community service or event;
  - enhancing wellbeing and/or quality of life;
  - improving the environment, and promoting South Willesborough and Newtown in a positive way.
  - assisting to reduce crime and anti-social behaviour

(Some projects may cover more than one of these objectives)

## 5. How will the level of grant be decided?

- Once the application has been checked for compliance by the Clerk, it will be passed to the Finance and General Purposes Committee for decision
- The Committee will take each application on merit but will give greatest weight to those which can -
  - a) provide clear evidence of local need and demand**
  - b) demonstrate added value in at least 2 of the following 6 indicators**
    - Actual or reasonable predictions of footfall
    - The number of local residents engaged/targeted
    - The value of any match funding (ie funds received or pledged from other sources)
    - The amount and value of Volunteer time
    - The expected Total Revenue (i.e. Net revenue less total expenses)
    - Positive media coverage (eg press reports, social media "likes", website hits)
- Any conditions will be included in a letter from the Council offering a grant.
- The applicant must sign and return a copy of the letter to the Council, to indicate compliance with the conditions, before the grant is issued

## 6. What applicants may need to provide

- ✓ Details of the applicant's organisation; a constitution where possible including appointed officers. Community Councillors must feel confident that appropriate management mechanisms and financial controls are in place within the applicant's organisation
- ✓ The applicant's Safeguarding policy
- ✓ Evidence of a bank account into which grants can be paid.
- ✓ A summary of the applicant's accounts for the last financial year or if a new organisation, a copy of the approved budget
- ✓ Evidence of other funding sources / grants applied for in relation to the project concerned
- ✓ Where required, a Health and Safety risk assessment and evidence of a Fire/Evacuation plan acceptable to the Fire & Rescue Service
- ✓ Evidence of licenses or other approvals applied for/received e.g. Fire & Rescue service conditions, Public Liability Insurance (where appropriate), Road Closures or Parking Bay suspensions, Temporary Event Notice, Street Trading Licenses or Consents, Food Hygiene Certifications etc
- ✓ Where appropriate, evidence that robust tendering regulations are in place, e.g. obtaining a minimum of three tenders and any other appropriate documentation, including financial records or bank statements. See Section 7

### If there is insufficient documentary evidence the application will not be considered.

- ✓ Within 3 months of the project completion, a short, end of project report, including
  - a breakdown of expenditure, together with (copy) receipts/quotes/tenders etc
  - evidence of how the Council's contribution has been acknowledged
  - evidence of added value including the results of any feedback/customer surveys

## 7. Evidence of costings

a) The Council reserves the right to request proof of the tender process. See table below

### Value of item or service

**£101 - £500** - 2 quotes or references to 2 catalogue listings

**£501 to £1,500** - 3 quotes or references to 3 catalogue listings

**£1,501 to £5,000** - 3 quotes or 3 formal tenders

**NB (requests of up to £100 will normally be treated as a small donation (See Part 2) and will be exempt from this procedure**

### b) Quotes Requirements

References to catalogue listings should be print-outs or photocopies. They should include:

- the date when they were printed or copied;
- the item description and the price;
- the name of the company or catalogue; and
- the page number or webpage reference.

### c) Quotes or tenders must come from:

- different suppliers that trade as standalone businesses and are not linked through shared ownership; and
- a business that is independent from the applicant or their business.

### d) Quotes or tenders must include:

- a detailed and itemised breakdown of costs;
- the supplier's address, telephone number and a contact name;
- the VAT number (if the supplier is VAT registered and VAT is itemised on the quote)

### e) Quotes or tenders must be:

- for items that are comparable to each other in terms of quality, size, quantity, units and specification;
- from the last 6 months and still valid; and
- made out to the same business address on the application form - online quotes should also be addressed to the business.

## **PART 2 – DONATIONS**

A small donation is defined as a one-off financial award of up to £100 which, for any reason, falls outside the definition and requirements for grants in Part 1 above. For example, a donation could be made towards the revenue costs of community street party to celebrate a Royal event

It is expected that most requests for donations will fall under section 137 of the Local Government Act 1972

Any request for a small donation must be submitted by letter or email to the Clerk and should include an explanation of added value/community benefit (See Section 5b above)

An Application will be considered by the Finance and General Purposes Committee on its own merits.

Written by Rob Woods December 2020

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