



BISHOPSTEIGNTON PARISH COUNCIL

GRANT AWARDING POLICY 2023-24

Introduction

Local councils are empowered under section 137 of the Local Government Act 1972. The Council has the power to incur restricted expenditure which, in the council's opinion, is considered to be in the interest of and will bring direct benefit to its area or any part of it or all or some of its inhabitants. The direct benefit accruing must also be commensurate with the expenditure to be incurred. There is a further power to make grants to voluntary organisations providing recreational facilities under section 19 of the Local Government (Miscellaneous Provisions) Act 1976. A council that is eligible and has resolved to adopt the General Power of Competence (Localism Act 2011, s. 1 to 8) can no longer use s137 as a power for taking action for the benefit of the area or its community. Instead, the GPC can be applied; subject to certain restrictions but offering more flexibility.

At a full council meeting, held to agree a budget for the forthcoming financial year, the council will agree the amount allocated for grants to be awarded in the year ahead. The amount may vary each year, depending on the overall council budget.

For financial year **2023-24, £1,000** has been allocated for use under s137 or grant awarding under GPC, whichever is relevant.

The Aims of the Council's Grant Making Policy

A grant may only be awarded to voluntary bodies, charities and not-for-profit organisations which are set up and run by a voluntary, unpaid management committee. The payment made by the Council shall be used by 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. The Council awards grants, at its discretion, to parish organisations which can demonstrate a clear need for financial support:-

- To enable local people to participate in voluntary groups and activities.
- To help the parishes' voluntary groups to improve their effectiveness.
- To ensure the provision of services, needed by the residents, via the voluntary sector.
- To enhance quality of life and ensure there is equality of access and opportunity for all parishioners to the services provided.
- To improve or enhance recreation and / or sports.
- To improve or enhance the environment / sustainability.
- To promoting the parish of Bishopsteignton in a positive way.

Grant Application Process

The Clerk/RFO to the Council will receive all applications in the first instance and will then collate all the necessary information from the applicant ready for presentation and discussion at the appropriate Council meeting.

Applicants will be required to complete an application form, available from the Parish Council Office or the website www.bishopsteignton-pc.gov.uk/grant-awards/.

Applications will be considered for joint projects, where two or more organisations are working together in order to fulfil the aims of the Council's grant making policy.

All questions on the application form should be fully answered and additional appropriate information, which supports an application, should be provided. In addition to the application form organisations may be required to provide some of the following supporting information:

GRANT AWARDING POLICY 2023-24

- A copy of their written constitution or details of their aims and purpose
- Full details of the project or activity
- Demonstration that the grant will be of benefit to the local community within the parish
- The proportion or number of beneficiaries living in the electoral area
- Demonstration of a clear need for the funding
- A copy of the previous year's accounts or, for new initiatives, a detailed budget and business plan
- A copy of the organisation's latest bank statement.

Where additional information is required in order to consider the grant application, applicants will be invited to meet with the Council to further discuss the application, prior to the grant being determined by Full Council. The Full Council will make the decision on which grants to award. All applicants will be contacted following the Council's decision.

Funds available are limited to ensure the council keep within the budget which has been set. The clerk/RFO can give guidance to applicants as to how much money is likely to be available/remaining in a specific financial year.

Conditions of Funding

- The applicant must be either non-profit or charitable. Applications will not be considered from private organisations operated as a business to make a profit or surplus.
- Grants will not be made to projects that discriminate on any grounds.
- Under s 137 grants cannot not be made to individuals.
- An organisation should have a bank account in its own name with two delegated representatives required to sign each cheque/authorise payments
- The administration of and accounting for any grant shall be the responsibility of the recipient. All awards must be properly accounted for and evidence of expenditure must be supplied to the Council on request.
- Ongoing commitments to award grants or subsidies in future years will not be made. A fresh application will be required each year.
- Each application will be assessed on its own merits.

Bishopsteignton Parish Council will not fund the following:

- Organisations that do not provide a service to the community in Bishopsteignton.
- General appeals.
- Statutory organisations or the direct replacement of statutory funding.
- Political groups or activities promoting political beliefs.
- Religious groups where funding is to be used to promote religious beliefs.
- Arts & sports projects with no community or charitable element.
- Medical research, equipment or treatment.
- Animal welfare.
- Retrospective applications for costs that have already been incurred prior to the application being considered e.g. Equipment already purchased.
- Grants for the repayment of loans or cost of services, equipment or provisions in anticipation of a grant.
- Organisations that have a closed or restricted membership.

The Council may make the award of any grant subject to any additional conditions and requirements as it considers appropriate. These may be set out in the award confirmation letter. The Council reserves the right to refuse any grant application which it considers to be inappropriate or against the objectives of the Council.

GRANT AWARDING POLICY 2023-24

Any grant must only be used for the purpose for which it was awarded unless the written approval of the Council has been obtained for a change in use of the grant monies, and that any unspent portion of the grant must be returned to the Council by the end of the financial year in which it was awarded.

Nothing contained herein shall prevent the Council from exercising, at any time, its existing duty of power in respect of providing financial assistance or grants to local or national organisations under the provisions of the Local Government Act 1972, s 137 or GPC; whichever is relevant.

Payments

Grants can be paid by cheque, made out to the named organisation, or BACS, to a dedicated account for the organisation.

Monitoring and reporting requirements

As a condition of receiving a grant from Bishopsteignton Parish Council you are required to complete a short evaluation form.

Groups are expected to provide the Council with written evidence of what the money has been spent on and the benefit it has brought to the people of the Parish. Such evidence of how the money has been spent should include copies of invoices and receipts, plus attendance numbers, photos, press clippings, etc. where applicable. This information should be submitted within 1 month of the event/project end or by the end of February each year whichever is sooner, so that it can be reported at the Annual Parish Meeting.