

GRANT AID POLICY – Provisional v2.5

The Council has statutory powers to make funds available to local organisations for the benefit of the Parish and its residents. The Council will consider an application for grant aid from any local voluntary or charitable organisation where the group's activities can be seen to be of benefit to the Parish or the greater part thereof. A total figure for available grant aid will be agreed by the Council as part of the budget for each financial year. The grant may be in the form of either a financial grant or, in certain approved cases, the provision of work carried out by the Council's own staff and/or use of Council premises.

Application Process

1. Only applications made on the Grant Aid Policy Application form will be considered. The form is available from the Council's office or web site.
2. Details of how the grant will be used will be required from each applicant together with a current statement of accounts.
3. Large grants applications that form part of a larger fund raising will require a full business plan to the standard of the highest potential funder.
4. Where the application is part of a larger fundraising effort a contingency plan will be required in the event that insufficient funds are raised to complete the project.

Conditions

Requests for grant aid will only be considered from the following categories: -

- A Cambridgeshire based charity.
- An organisation serving the needs of the citizens of Fen Ditton Parish.
- Citizen(s) of Fen Ditton requesting grant aid with a project/event, which will be for the benefit of the local community.
- A Fen Ditton Parish based club, association, or charity organisation serving a specific section of the community or the community as a whole.
- An organisation/group, local or national which serves the needs of the Parish.
- A local branch of a national organisation/group which serves the needs of the citizens of Fen Ditton.

Agreed by the Parish Council at a meeting dated: 05/04/2016

Policy Statement

A grant or subsidy is any payment made by Fen Ditton Parish Council (hereinafter referred to as FDPC) to be used by an organisation or individual for a specific purpose in the furtherance of the wellbeing of the community, either generally, or for a specific purpose and which is not directly controlled or administered by FDPC. The purpose of any grant or subsidy given by FDPC is to support initiatives in the local community and to help create opportunities for the residents of Fen Ditton that are not, as a matter of course, funded by FDPC. The LGA Act 1972 S137 places restrictions, conditions and limits on the Parish Council which will be followed.

Grants to voluntary organisations in providing recreational facilities will fall under the powers given to the council under section 19 of the Local Government (Miscellaneous Provisions) Act 1976, which empowers the council to contribute by way of grants or loans.

There are limited public funds available each year and this policy seeks to provide a framework to maximise the value and benefit that this support brings to organisations within the Parish.

Guidelines for Grant Applications

- 1) It is a condition of any grant application that the group or project must bring direct benefit to the residents of Fen Ditton. All applications must clearly demonstrate how this will be achieved.
- 2) Grant Aid application forms are available from the Clerk or from the Parish Council website. Application forms must be submitted along with the latest set of the group's accounts. It is important that all questions on the application form are fully answered and that any appropriate additional information, which supports an application, is provided.
- 3) Grant application where the funds are required as part of a large substantial project with multiple sources of funding will be rigorously vetted. The standard of application will have to be to the standards of the most demanding funder to ensure the best chance of all the funds being raised. This is especially important where there is no guarantee the end project will be delivered and funds could therefore be written off.
- 3) Grant applications cannot be made retrospectively.
- 4) The scheme provides start-up awards for new as well as grants for existing organisations. Applications will be considered for day-to-day running expenses and individual projects.
- 5) Applications WILL NOT be considered from:
 - Organisations intending to support or oppose any particular political party or to discriminate on the grounds of race or religion.
 - Private organisations operated as a business to make a profit or surplus.
 - "Upward funders", i.e. local groups whose fund raising is sent to their central HQ for redistribution.
 - National or International Charities.
- 6) Applications will not normally be considered from national organisations or local groups with access to funds from national "umbrella" or "parent" organisations, unless funds are not available from their national bodies, or the funds available are inadequate for a specified project.
- 7) Applications from religious groups will be considered where a clear benefit to the wider community can be demonstrated irrespective of their religious beliefs. Compliance with this requirement will need to be demonstrated throughout the project.

- 8) FDPC will only grant aid to churches for parish clocks and possibly for environmental purposes. Church Halls may also be grant aided if they are used by the community and do not discriminate against any legal groups. There may restrictions under the Local Government Act 1894 S8i, parts of which have not been repealed. There may be delays in making grants to Church groups due to this Act as legal advice may be required by the Council.

Note very few local authorities give grants to the Church of England due to questions around the legislation. See for details:

towncouncillor.com/index.php/708/£30-000-grant-under-s-137-lga-to-fund-church-refurbishment

- 9) Schools will only be grant aided for environmental purposes or if, in the opinion of FDPC, their application is for the benefit of the wider community.
- 10) Applications from education, health or social service establishments will be considered where the organisation can demonstrate that it is working in partnership with other groups and where there are benefits to the wider community within the parish.
- 11) It must be understood that any grant must only be used for the purpose for which it was awarded unless the written approval of FDPC has been obtained in advance for a change in use of the grant monies, and that any unspent portion or portion not used for stated purpose, of the grant must be returned to FDPC by the end of the financial year in which it was awarded.
- 12) Although FDPC will give as much help as possible, the administration of and accounting for any grant or subsidy shall be the responsibility of the recipient. When required the council can nominate a councillor to assist the applicant through the process.
- 13) FDPC reserves the right to request any further information that it deems necessary to assist the decision making process. Account will be taken of the amount and frequency of previous awards and of the extent to which funding has been sought or secured from other sources or own fund-raising activities.
- 14) Ongoing commitments to award grants or subsidies in future years will not be made. A fresh application will be required each year.
- 15) The size of any grant awarded is at the sole discretion of FDPC.
- 16) The FDPC has sole discretion from which account or fund allocation to draw the grant funds, for example s106, s137 or general funds.
- 16) FDPC may make the award of any grant or subsidy subject to such additional conditions and requirements, as it considers appropriate.
- 17) FDPC reserves the right to refuse any grant application which is considered to be inappropriate or against the objectives of FDPC

Basic Information required

Grants for over £250 (index linked) will only be made to organisations who supply the following information and fill in the application form.

1. A copy of their written constitution or details of their aims and purpose
2. Details of the governance of the organisation, if relevant, names of the Chair, Secretary, and treasurer.

3. Full details of the project and activity.
4. Clearly demonstrate that the grant will be of benefit to the local community within the Parish.
5. Full details of the project or activity.
6. If a project requires multiple grants from more than one organisation the PC will require details of a contingency plan in the event all the necessary funds to complete the project are not raised.
7. Proof of ownership of any asset likely to benefit from any improvement as a result of receiving the grant or agreement in writing from the legal owner agreeing to the terms of the grant.
8. A guarantee that if any party realises any financial benefit resulting from the grant within a 20 year period that the grant, plus cost of living increase is returned to the parish council within one year of receiving the benefit.
9. A copy of the previous year's account, of for new initiatives, a detailed budget and business plan.
10. Policy safeguarding children and young people up to 18 years of age, or vulnerable adults who are currently involved, or could become involved in any activities or events run by your organisation.

Fen Ditton Parish Council

Provisional Grant Application Form

Please read the attached guidelines before completing this application. Please use black ink or the Word template. You may include any additional information you think relevant and you must include a copy of full applications to other funding sources, if your project is to be partly funded by this grant. Application for less than £250 (index linked) are more flexible and will only require the basic sections of the application form to be filled in.

Funds are allocated annually to provide grants to cultural, sporting and community groups serving Fen Ditton in line with conditions set out in the Grants Policy.

COUNCIL AIMS

- To help voluntary groups in the parish to improve effectiveness
- To support organisations which meet the needs of people experiencing social and economic difficulties
- To ensure that there is equality of access and opportunity for all parish residents to the services it provides and funds
- To enhance facilities and encourage sporting activities of the local community.
- (The Parish Council defines a voluntary group as a non-profit making organisation, set up and run by a voluntary, unpaid management committee)

CAPITAL PROJECTS

As a general rule the Council will apply a scale of up to one third of costs for projects up to the current maximum amount permitted by s137 with the following priorities:

1. Projects for the provision of facilities where none currently exists
2. Projects for the correction of health and safety failures
3. Projects for the replacement of provision which has come to the end of its natural life
4. Projects for the improvement of existing facilities

The general rule of up to one third does not apply to community buildings covered under LGA 1972 s133 or sports or social clubs falling under LG (Miscellaneous Provisions) Act 1976 s19.

REVENUE GRANTS

Small grants may be available to assist with the purchase of equipment or the provision of services and, in exceptional cases can be made available to help with operating costs.

Applicants must:

- be “not for profit” organisations
- be undertaking work within the Parish of Fen Ditton and must demonstrate a need for the service within the community that it operates
- be properly managed and able to demonstrate that they are able to achieve the objectives for which the grant is applied for
- normally be seeking funding for a one-off project or event
- be prepared to provide detailed financial information

PARISH COUCIL CRITERIA

1. Grants are made only to organisations or clubs meeting the needs of residents of Fen Ditton
2. Grants are made only to non-profit making organisations or projects
3. Applicants should apply to all relevant statutory bodies and show evidence of their own fund-raising
4. All applicants must provide annual accounts, balances held by the organisation will be taken in to consideration when deciding the amount of the grant
5. Grants will not be made to cover money already spent
6. Organisations will be required to return the grant money if they close, or if the project or services funded by the council, is not satisfactorily provided
7. Groups will be required to report back on their activities
8. The conditions set out under Section 137 of the LGA 1972 will be met in all cases and the Council may seek advice relating to S137 before making a commitment.
9. A clear indication of the need for the project or purpose of the grant. Larger funding requests will require more detailed information and may include survey results and analysis.
10. Ongoing commitments to award grants or subsidies in future years will not be made. A fresh application will be required each year.
11. Where the grant is part of capital spending, strong evidence that sufficient additional income will be generated to support the project over the long term.
12. FDPC may make the award of any grant or subsidy subject to additional conditions and requirements as it considers appropriate. The Council reserves the right to refuse any grant application which it considers to be inappropriate or against the objectives of the Council.
13. Any unspent funds must be returned to the Council at the end of the financial year in which it was awarded unless an extension is applied for which may or may not be granted.
14. The Council may make an award of any grant or subsidy as it considers appropriate in the event of any unseen urgent event.
15. Nothing contained herein shall prevent the Council from exercising its existing duty or power in respect of providing assistance or grant or local organisations under the provisions of the Local Government Act 1972 S137.
16. Recognition of any grant from FDPC must be made public and used in any publicity by the organisation receiving the grant and any project of a permanent nature must have a plaque erected acknowledging the sources of funding on completion.
17. If any of the information supplied as part of this application is shown to be inaccurate at any stage the grant will be withdrawn and any funding already received and not spent must be returned.
18. The organisation receiving any grant funding from the council will be responsible for any legal costs involved if the terms and conditions as outlined are not met.

TIMETABLE FOR APPLICATIONS

January

Information and application forms available

31st October

Closing date for applications

November

The Council will consider all grant applications while setting the budget for the following year

Following the meeting all applicants will be informed of the decisions

April

Grants will be available for the successful applicants (subject to any special conditions)

Approved grants will then be valid until the end of the financial year following approval. If not taken up by 31st March following approval, the grant will be lost and re-application necessary. A representative of the organisation will be required to provide an update at the Annual Parish Meeting the following year.

APPLICATION FOR GRANT

1. Name and Address of organisation:

2. Daytime Telephone Number:

3. Contact Name, Address and Telephone Number (if different from above):

4. Position held in the Organisation:

5. (a) How many members are there in your organisation?

(b) What Percentage lives in Fen Ditton

6. Total Cost of the Project and show all sources of funding both:
Total estimate of project -
Amount raised by own efforts -
Amount required from FDPC -
Amount from other sources (List) -

Continue on additional sheet if required.

7. Explain clearly and simply the purpose for which the money will be used, enclosing drawings if appropriate) Continue on a blank piece of paper if necessary. Include all available plans and estimates from Architects and surveyors etc.
8. Have you applied for a grant in respect of this project to any other organisation (including Local Authorities)? Please give details of whom and for how much.
9. Have you applied to this Council for assistance before? If so please give details:
10. Attach an Income and Expenditure forecast See Appendix 1. It is important that these projections are for the period following any improvements or enhancements to a services and consider any additional costs. Only required for applications over £250.
11. Is your organisation
 - (a) A registered Charity
 - (b) An unincorporated organisation
 - (c) A branch of a National Organisation
 - (d) Other (please specify).....
12. For applications over £250. Please attach the following information:
 - (a) Your organisation's latest accounts (preferably audited)
 - (b) A copy of your organisation's constitution with the list of officers
 - (c) A copy of your last annual report where available
 - (d) A copy of your most recent bank statement
 - (e) Copies of any estimates available. (if the grant is approved these will need to be seen before funds are released)
13. Please provide or attach any additional information that may assist the council in reaching its decision.

This grant application should be signed by two members of your Organisation's Committee, one of whom must be the Chairman, Honorary Secretary or Honorary Treasurer.

We confirm that the information given in this application is accurate and that the Organisation undertakes to inform Fen Ditton Parish Council of any changes in the Organisation's circumstances that would affect this application.

We confirm that any grant awarded by the council will be spent only on the purpose for which it was given.

Signed: (1).....(2).....

Position: (1).....(2).....

Date:.....

Date:.....

Submission of this form constitutes acceptance of the above statements.

Please return to:

The Parish Clerk

Appendix 1 Example Income and Expenditure Forecast. For applications over £250

Organisation name:	
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Income & Expenditure Forecast

1. This type of budget is a forecast of how the club or organisation plans to achieve its c
2. It is very important that it relates closely to the overall club or organisation-developpr
- 3. Please ensure that the increased costs of maintaining the facilities and any increased income from its use are reflected in the figures.**

Preparing your forecast

1. Please be realistic when you estimate your income and expenditure.
2. Some items can be calculated while some will simply be est
3. All figures should be to the nearest pound.
4. Please provide the details of any assumptions used in your calculations.

	Year 1	Year 2	Year 3	Year 4
Income				
Membership Fees				
Donations				
Fund raising				
Sponsorship				
Awards				
Bar takings				
Other (please specify below)				
TOTAL	£0	£0	£0	£0

Expenditure				
Salaries				
Rent				
Utilities				
Equipment				
Volunteer Expenses				
Marketing				
Fund raising expenses				
Office expenses				
Insurance				
Facility Maintenance				
Annual grounds maintenance				
Bar Stock				
Sinking Fund				
Other (please specify below)				
TOTAL	£0	£0	£0	£0

Projected Surplus (deficit)	£0	£0	£0	£0
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For further support on sports related grants please refer to the runningsports website ([https://www.runningsports.org.uk](#)) and the 'The Role of the Treasurer' Quick Guide

Acknowledgements and References;

www.legislation.gov.uk/ukpga/1894/73/pdfs/ukpga_18940073_en.pdf

www.stondon-pc.gov.uk/a/4651467-4673865

See Section 8(i) page 11

Grant Aid opinion of

Hon VP Alan Fairchild MBE, SLCC member of MofJ Cemeteries Advisory Group.

Sports England