

Riston Parish - Grants & Donations Policy

Riston Parish Council recognises the value of local community groups, charities and voluntary organisations in improving the wellbeing of residents. This policy sets out how the Council will provide financial support through grants and donations, ensuring transparency, fairness and accountability in the use of public funds.

1. Definitions

- A **grant** is awarded for a particular defined and identified purpose or project.
- A **donation** is a smaller award for general purposes.
- **Both** are awarded for local Parish activities only.

1.0 Policy Framework

1.1 Riston Parish Council allocates a portion of its budget each year (after covering costs) to provide support to local groups and organisations. This is discretionary grant funding and may be made under s.137 Local Government Act 1972 (s.137 LGA 1972) or through other provisions.

1.2 Grant funding will be made against a series of criteria, which will include the available budget, the proposal for the use of funding and the benefit to Riston Parish and its residents.

1.3 The Council will oversee the budget and the grant awarding policy; they may also set priorities for grant awarding. Budget setting and sign-off of grants will be made by full council.

1.4 The budget for grant funding will be set as part of the budget and precept setting processing for the new financial year. This usually happens in January.

1.5 All Grant applications will be addressed in accordance with the timetable in Appendix 1

1.6 The Council reserves the right to change or amend this policy at any time and will notify any applicants who are "in process" if this happens.

2.0 Grant Award types

2.1 The parish council must follow appropriate legislation to ensure its actions are legal. For this policy and for the grants process, these will be split into two types:

1. Grant awards made using specific statutory powers
2. Grants awards made under s.137 LGA 1972

2.2 The Parish Clerk will provide advice and guidance to the council on the appropriate legal status of each grant application received.

3.0 Grant Eligibility criteria

3.1 To be eligible for grant funding the applicant organisation must be a charity or not-for profit body and must be one that in some way benefits the local community by:

- Providing a service
- Enhancing the quality of life
- Improving recreation and/or sports

- Improving the environment
- Promoting the Parish of Riston in a positive way

3.2 Applications will not be considered from:

- Bodies which are companies limited by shares or limited liability partnerships
- Local authorities and bodies owned or controlled by them
- Political, lobbying or pressure groups/organisations
- Individuals seeking financial backing

3.3 It is unlawful for the council to contribute to activity taking place outside of the United Kingdom.

3.4 Applications will not be considered from 'upward funders' i.e., local groups whose fundraising is sent to a central headquarters for redistribution or from groups whose purpose is to redistribute funds as grants or sponsorship of other organisations or individuals.

4.0 Timetable for the grant awarding process

4.1 The council will set its budget for discretionary grants at its meeting in January and set any priority areas for grant awards.

4.2 The grant application period will run from 1 February to 31 March.

4.3 The review process for application consideration will take place in April.

4.4 Applications will be approved by full council in May (or as soon as practical after the month of May). Applicants will be advised of the outcome following this meeting and successful grant awards will be paid.

5.0 Criteria for determining grant and Donation applications

5.1 All applications that meet the eligibility criteria and are submitted during the application period will be considered by the full Council, who will consider the following:

1. If the applicant organisation is based in the parish of Riston and delivers provision in the parish or is based outside the parish but whose provision is delivered within the parish or is openly accessible to residents of Riston.
2. The number of Riston residents who directly access their provision.
3. Any priority provision areas identified by the council ahead of the application process.
4. Applicants are required to demonstrate compliance with all previous mandatory requirements for funding applications and/or awards issued by this Council.

Riston Parish Council expects any group or association to be self-funding first, and as such any request for funds can be for no more than 40% of the Organisations annual turnover.

Maximum amount for any grant considered will be £1000

Maximum amount for any donation considered will be £250

Only one grant/donation will be given to any group or organisation, or for any particular purpose, in any financial year (1st April to 31st March).

The Parish Council will not fund events or activities which can be funded by the relevant participants, or which can or will be self-supporting by means of donations, or grants from other organisations etc.

6.0 Application Process

6.1 Donation Application Process

6.2 The donation period will run throughout the financial year.

6.3 During the annual budget/precept setting process, the Council will allocate a portion of its budget to donations, after essential costs have been covered.

6.4 Once the donation budget is allocated, no additional funds will be available during that financial year.

6.5 Requests must be submitted using the short application form available on the Council's website or by contacting the Clerk.

6.6 All donation requests will be considered and reviewed at the next scheduled Council meeting.

6.7 Grant Application Process

6.8 The grant application period will run through February and March each year. The closing date for applications will be 31 March.

6.9 The budget for grants will be set by the council in January. If the council has any priority areas for grant support these will be agreed and published ahead of the opening of the grant application period.

6.10 Application forms and details of the process will be available from council and the website.

6.11 Applicants will be required to complete an application form. All questions on the application form should be fully answered and additional appropriate information, which supports an application, should be provided.

6.12 In addition to the application form, organisations will be required to provide the following supporting information:

- a copy of their written constitution or details of their aims and purpose [Seen note 1 below] full details of the project or activity which the grant is for,
- explain how 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 2 year's detailed accounts or, for new initiatives, a detailed budget and business plan.
- confirmation of all other grants and fundraising activities the applicant is/has or intends to undertake.

[Note 1: this will be requested for all new applicants or every third year for previous applicants]

6.13 The Parish Clerk will receive all completed applications and collate these for consideration at a meeting of the Council.

6.14 Council will be notified of all applications received and will review all valid grant applications and make a recommendation to the Council.

6.15 Council will make the final decision on which grants to award at a full meeting in May, All applicants will be contacted following the Council's decision.

6.16 Funds available are limited and guidance can be given to applicants by the Clerk where required, although this is for guidance purposes only and is not an indication of support or of the actual fund availability.

6.17 All grant awards made under this policy will be made in one payment by BACS, usually in May of the awarding year or as soon as practically possible.

7.0 Conditions of Grant and Donation Funding

7.1 The applicant organisation must be either a not-profit or charitable organisation or operate in this spirit in the interests of the local community.

7.2 Grants or Donations will not be made to individuals.

7.3 Grants or Donations will not be made retrospectively.

7.4 Grants will not be made to cover core running costs of an entity.

7.5 An organisation should have a bank account in its own name. Payment will be made to the named organisation.

7.6 The administration of and accounting for any grant shall be the responsibility of the recipient.

7.7 All awards must be properly accounted for, and evidence of expenditure should be supplied to the Council where requested. Where a grant awarded exceeds £250 a report should be provided to the council within six months of the date of the grant. This may take the form of an annual report or set of accounts which clearly identify the manner of spending. This written report should be deposited with the Parish Clerk. Applicants will be made aware that this becomes a document which members of the public have the right to inspect under provisions of s.228 of the Local Government Act 1972. The council may extend the reporting condition to other grant recipients as part of the awarding process.

7.8 A public acknowledgement of any grant awarded should be made by the recipient within 1 month of receipt. Successful applicants may at the discretion of the council be required to engage for a mandatory promotional photo with a representative of the Council within 1 month of the award. Details of the group and the payment may be publicised in areas such as Facebook. This photo/representation may be used on Riston Parish Councils website or other media publications not limited by but including Facebook and other social media, the local press and their digital media, in the offices and other areas of promotion.

7.9 As any application will be considered at a public meeting and paid for from public funds, it will be considered public knowledge and therefore will be required for publication into minutes and other official Council registers. As such, all activities involved with any group or organisation will be classed as public knowledge from date of receipt of application and therefore forfeits its right to be forgotten.

7.10 Only one application for a grant or donation will be considered from each applicant organisation in any one financial year.

7.11 An ongoing commitment to award a grant in future years will not be made. A fresh application will be required each year.

7.12 Each application will be assessed on its own merits.

7.13 Applicants may be asked to attend a presentation event organised by the council.

7.14 The Council may make the award of any grant subject to such 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.

7.15 All approved monies must be used for the specific purpose requested, and evidence submitted to the Council within 12 months (and no later than 28th of April of the subsequent year, whichever is sooner) that the monies have been used in the proposed way. Any other usage, or should the funds have not been used, will deem the payment instantly repayable to Riston Parish Council. Any & all costs of recovery, including legal and lost interest at 4% above The Councils appointed Bank Base Rate at the time it becomes repayable, will be considered recoverable with the grant at the discretion of the Council.

7.16 Riston Parish Council will not entertain any applications or requests for loans, overdrafts or temporary creditor support.

7.17 The Council may make the award of any grant as it considers appropriate in the event of any unforeseen urgent event.

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

7.19 Applicants should be aware that the Local Government Transparency Code 2014 requires the council to publish details of all grant awards made including the name of the beneficiary, the value of the award and its purpose. This data is published annually.

Appendix 1

Timetable for all Grant applications:

	Grant Application
November	Budget and any priority areas are prepared
December	
January	Priority areas and process published / Budget Approved by full council
February	Application process opens on 1 st February
March	Application process closes on 31 st March
April	
May	Decision taken at full council / Grants Paid