

## Long Preston Parish Council

### Community Grants and Donations Policy & Process

Adopted August 2012

#### Policy Statement

A Grant is any payment made by the Council to be used by an organisation for a specific purpose in the furtherance of the wellbeing of the local community, which organisation or purpose is not directly controlled or administered by the Council.

A Donation is a small payment made by the Council to an organisation for general purposes.

#### 1. Objectives

Long Preston Parish Council ("The Council") considers grants to community organisations to encourage the formation and improvement of a wide range of voluntary sporting, leisure, cultural and community facilities for the benefit of the inhabitants of the Parish:

- Enhancing quality of life
- Improving the environment
- Promoting Long Preston in a positive way

The organisation must be either non-profit making or charitable. Grants will not be made to individuals. Grants will not be made retrospectively and only one application for a grant will be considered from each organisation in any one financial year. Organisations will not generally be given an opportunity of re-submitting and application after a decision has been made regarding financial assistance.

The Council's grants budget will be set annually as part of the general budget setting process. The Council will also allocate part of this budget for general donations (maximum £50).

Organisations will not automatically be contacted on the basis of previous expressions of interest.

Applicants will be required to fully complete an appropriate application form depending on the level of grant applied for (up to £250 and over £250).

The Council's maximum grant to an individual organisation will be £1,000 in any one year.

The scheme will be publicised through the Parish magazine, on the Parish Council noticeboard and the Parish Council website.

Applications will normally be received for capital purchases only. The further maintenance of such equipment is the responsibility of the applicant organisation. It is a condition of such grants that if the organisation ceases to exist during the life of such equipment, any such capital purchases will become the property of the Council.

The Council may consider donations of a maximum of £50. These will only be considered where the applicant organisations is not based in the Parish but whose work may benefit individuals of the Parish.

#### 2. Process

**Grants of up to £250** will be considered four times per annum (April, July, October, January). Grants over £250 will be considered once per annum (March). The deadlines for such grant applications are:

- 15<sup>th</sup> March (for award at the April meeting)
- 15<sup>th</sup> June (for award at the July meeting)
- 15<sup>th</sup> September (for award at the October meeting)
- 15<sup>th</sup> December (for award at the January meeting)

**Grants of between £251 and £1,000** will be considered once per annum. The deadline for grant applications is 15<sup>th</sup> February each year for consideration at the March Council meeting..

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1. The application form may be downloaded from the Council's website. The document is available in both \*.pdf and \*.doc formats. Applications may be submitted by post or electronically in \*.pdf format.
2. The Clerk or a designated Councillor will then collate all the necessary information ready for presentation and discussion at the appropriate Council or Committee meeting.
3. Organisations will be required to provide copies of their previous three years' audited accounts or accounts that have been independently examined by a suitably qualified person or, for new initiatives, a budget forecast or business plan.
4. Organisations will be required to provide a copy of their written Constitution, together with details of their aims and purpose; project or activity; proportion/number of beneficiaries living in the electoral area; and demonstrate a clear need for funding.
5. Applications will be considered by the Grants Committee and confirmed by a meeting of the full Council. The Grants Committee shall consist of three Councillors initially appointed at the annual Council meeting, with a 'reserve' Councillor in case of a member of the Committee declaring a pecuniary interest or other acceptable reason for absence.
6. All applicants will be contacted following the Council's decision.
7. The Council's decision is final.
8. The Council will consider each application on its own merits. In the event of more successful applicants than funds are available, applications will either be ranked on scores and funds awarded until exhaustion, or a proportion of funds applied for will be awarded to all applicants which would normally have been funded.

#### **CONDITIONS OF FUNDING**

1. Applications WILL NOT be considered from private organisations operated as a business to make a profit or surplus.
2. Applications WILL NOT be considered from 'Upward funders', i.e. local groups whose fundraising is sent to their central HQ for redistribution.
3. 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.
4. Applications will only be considered from organisations and groups whose membership is open to the whole Long Preston community and where clear benefits to the wider community can be demonstrated without discrimination on grounds of race, gender, sexual orientation, creed, colour, occupation, religion or political opinion.
5. All applications must demonstrate clearly how the grant will be of benefit to the local community within the Parish.
6. An organisation is required to have a bank account in its own name with two authorised representatives required to approve payment.
7. Ongoing commitments to award grants or subsidies in future years will not be made. A fresh application will be required each year.
8. To ensure as fair a distribution as possible, the Council will take into account the amount and frequency of previous awards.
9. The Council may make the award of any grant subject to such additional conditions and requirements as it considers appropriate.
10. 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.
11. The grant must be used for the purpose for which the application was made.
12. If the applicant is unable to use the grant for the stated purpose, all monies must be returned to the Parish Council on request.
13. All awards must be fully accounted for and evidence of expenditure must be supplied as requested. If the Council is not satisfied with the arrangements, they reserve the right to request a refund of

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monies awarded.

14. The Council will not consider grants for maintenance or running costs.

15. The Council will not fund activities that it considers to be the responsibility of a Statutory Authority.

### **3. Grants**

1. The administration of and accounting for any Grant shall be the responsibility of the recipient.
2. There is a limited budget each year and guidance will be given to applicants as to how much money is available in a specific financial year.
3. All questions on the application form should be fully answered and additional appropriate information, which supports an application, should be provided.

### **4. Award Criteria**

Within the overall framework of its policies the Committee will consider each application on its merits and may take into account the following matters:

- The benefit to be derived by the community and the extent to which such benefit is available to parishioners generally, not only to a few.
- The range of activities available or to be made available by the project.
- Whether or not the Parish Council has made provision itself for such amenities or activities.
- The degree of fund raising and self-help undertaken by the organisation.
- The ability of the applicant to raise further funds either for the project or general running costs via charges, membership fees and other income streams.
- The extent to which funds from other external sources are available to applicants and whether or not attempts have been made to secure these.
- The Committee can consider applications in respect of later phases of a project having already grant aided an earlier one.
- The balances and reserves held by an organisation and the degree to which these might be in excess of a prudent provision.
- The extent of voluntary labour within the organisation towards the project.
- The expected life of the project or organisation.
- Any evidence of duplication of services or amenities.