

Arlesey Town Council - Grant Policy and Procedure

Introduction to Policy

A grant is any payment or gift made by the Town Council to an organisation for a specific purpose that will benefit Arlesey, or residents of Arlesey, and which is not directly controlled or administered by the Town Council. Where grants are made that are not covered by a specific duty or power of the Council (see appendix A "Powers and Duties of Parish Councils) then the law makes provision for section 137 grants to be made. Such 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" and "the direct benefit should be commensurate with expenditure". Similar considerations will apply when considering applications for other grants. The Council may as it sees fit allocate a budget to facilitate grant payments.

Policy

In the event that the Town Council has budget allocated to grant payments it will award grants, at its absolute discretion, to organisations which can demonstrate a clear need for financial support to achieve an objective which will benefit the Parish by:-

- Providing a service,
- Enhancing the quality of life,
- Improving the environment, and promoting the Parish of Arlesey in a positive way.

The Town Council will **NOT** award grants to:-

- Private individuals,
- Commercial organisations,
- Purposes for which there is a statutory duty upon other local or central government departments to fund or provide,
- "Upward funders". ie.local groups where fund-raising is sent to a central HQ for redistribution.
- Political parties.

This list is not exclusive, and may be added to at the council's discretion. Only one application for a grant will be considered from any organisation in any one financial year. On-going commitments to award grants in future years will not be made. A fresh application will be required each year. This will be at the discretion of the council. Grants will not be made retrospectively.

Application Procedure

Organisations requesting financial assistance are required to complete an application form available from the Clerk of the Council and to return this for its consideration.

Where an application is for an amount in excess of £250 the application must be received by the 10th working day of October (confirm date) at the latest, in the year preceding their funding requirement. Additionally the following details will be required to accompany the application

- Copies of their last year end accounts,
- The number, or percentage, of members that belong to the organisation and that live within the Arlesey Parish Area,
- Details of any restrictions placed on who can use/access their services,
- Details of the organisations policy in relation to Equal Opportunities,
- Organisations will normally be expected to have clear written aims and objectives, a written constitution, and a separate bank account controlled by more than one signatory.

For grant requests for projects costing over £1,000 the Town Council will require that the organisation has robust tendering regulations, eg. obtaining a minimum of three tenders. The Town Council reserves the right to request proof of the tender process. Projects notified and included in the Town Council's budget will only have the funds released on completion of the work. Whilst the Town Council would not normally consider applications for Capital Projects, any such applications will require a more substantial case with supporting evidence of community benefit. For these grants, the council will expect to see some form/evidence of other third party funding.

All grants awarded will be subject to regular 'report back' to Arlesey Town Council as to progress and/or community benefit.

Assessment Procedure

At the Town Council's specific annual budgeting meeting an amount will normally be set from which grants will be awarded during the following financial year. This amount will principally be for grant requests that have already been received by the Town Council in accordance with the application procedure, and may include an additional budget to allow for further applications which it envisages may be granted. Any amount included within the budget for an application amount does not guarantee an award: a decision upon an award will remain for approval by the Town Council at the appropriate meeting. An additional amount will be reserved from which other grant requests (up to £250) may be made. A maximum of £250 per award only for such unplanned applications will be considered. Once the grants budget is exhausted, the Town Council will only consider emergency requests for assistance and those of a highly compelling nature.

An unplanned grant request, once received in writing, will be considered at the next meeting of the Town Council.

Each application will be assessed on its own merits. However, the applicant should expect the Town Council to take into account the amount and frequency of any previous awards and the geographical spread within the parish. Due account may also be taken of the extent to which funding has been sought or secured from other sources or fund raising activities.

The Town Council may make the award of any grant or subsidy subject to such additional conditions and requirements as it considers appropriate. The Town Council reserves the right to refuse any grant application which it considers to be inappropriate, or against the objectives of the Council.

Nothing contained herein shall prevent the Town 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.

Successful Applications

A grant award must only be used for the purpose stated on the application. If the organisation is unable to use the money, or any part of it, for the purpose stated, then all monies, or unexpended part of such monies must be returned to the Town Council. The Town Council may request proof of expenditure.

Organisations receiving grants are required to advise their users/members that the grant or equipment has been received from Arlesey Town Council. Where appropriate, the Town Council may require a notice to be affixed.

Where equipment is gifted to an organisation, The Town Council requires that it be insured and maintained at the expense of the user.

It is a condition of payment of all grants that Arlesey Town Council is indemnified against any loss or damage to persons or property howsoever following the award of a grant whether that be in relation to the items employed or services provided linked to the award of the grant.

Summary:

The Council will at its discretion allocate from its budget a fund to support organisations for a specific purpose that will benefit Arlesey, or residents of Arlesey, and which is not directly controlled or administered by the Town Council.

Requests to access this fund must follow Arlesey Town Councils grant application procedure.

Only requests up to £250 will be considered unless budgeted for during the previous year.

Requests in excess of £1000 must show value for money has been considered (eg 3 quotations for the goods and services have been obtained).

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

Each application will be assessed on its own merits and the Council reserves the right to exercise its discretion over the allocation of its budget.