Chandler's Ford Parish Council

Grants Policy

Chandler's Ford Parish Council can award grants, at its absolute discretion, under various powers.

Using the Principal Powers and Duties of Local Councils along with the General Power of Competence (Localism Act 2011), the Parish Council may permit the giving of grants to non-profit, charitable and volunteer organisations, or worthy causes which can demonstrate a clear need for financial support. Clear provision for awarding grants is made within its annual budget.

All grants are awarded based on the following criteria and on the discretion of the Parish Council, in keeping with this policy.

Grant Funding Priorities

The Parish Council may, as part of its annual budget-setting process, identify one or more priority themes for grant funding in order to support projects and initiatives that align with the Council's objectives and identified community needs.

Any annual theme shall not prevent applications from other eligible organisations being considered, but priority may be given to applications which demonstrate a clear contribution towards the agreed theme.

The annual themed priority shall be agreed by the Policy and Finance Committee and publicised alongside the grant application process.

Type of Organisation and Locality

- Applications will **normally** only be accepted from charitable and/or not-for-profit organisations.
- Organisations applying to the Parish Council should be located within the Chandler's Ford parish boundary or whose work is of benefit to residents within that same boundary.
- Applications from religious organisations will only be accepted where the grant is deemed to be of the benefit to the whole community rather than for the benefit of the members of that religious body solely.
- Applications from **sporting** or **educational organisations** will be considered subject to that organisation demonstrating that:
    - they have no available statutory body funding available for the project and that it is of benefit to the wider community; and/or
    - they have been unsuccessful in obtaining funding from their national bodies or other local government, e.g. Eastleigh Borough or Hampshire County Councils.

Type of Financial Assistance

- The Council would prefer to provide financial assistance towards specific projects or purchases of equipment. However, in certain circumstances it would also support on-going revenue/service provision costs if the organisation can demonstrate their lack of funds and the adverse effect this would have on the residents of Chandler's Ford.

Local Authorities

Should a request be made/initiated by another appropriate local authority such as the primary authority (EBC), or another parish council, or internally by the Council, and be aimed at partially match-funding a project within or to the benefit of the parish, then the application should be taken as one of partnership working rather than a 'grant application'. Therefore, specific inclusion on an Agenda of the relevant Committee or Full Council with proposal, seconding, debate and resolution will determine the matter. These applications are for the Community Support Initiatives and Community Fund.

Applications

For external bodies that are not local authority, and to ensure that fair and proper consideration can be given to all external requests for grants normally being made from the Community Grants Fund and Community Fund, the Council requires the following to be submitted to the Parish Clerk:

1. A completed application form as requested from the Parish Council Office.
2. The most recent full set of approved accounts available.
3. A financial projection or budget for the period following the accounts.
4. Any additional information the organisation considers will support their application for grant aid.

(N.B. No external **grant application** can be brought forward by a Member of the Parish Council without prior clearance by the Clerk.)

If any applicant organisation is new and without accounts available, they will be required to provide a Business Plan stating aims and objectives together with a financial projection for the forthcoming financial year.

General Terms and Conditions

- Grants should be spent within a year for the purpose for which they were given.
- Grants cannot be made retrospectively (i.e. to cover money already spent).
- The Council reserves the right to request a copy of invoices and/or other documentation as evidence that the expenditure has been incurred.
- Organisations receiving grant-aid in excess of £1,000 are required to provide the Council with a written report within a year of the award date to demonstrate how the funds were utilised.
- Organisations are not restricted to the number of grant applications submitted to the Council although the history of previous applications will be considered in the decision-making process.
- Grant applications are not normally permitted in consecutive years, however, applications may be considered under certain circumstances.
- The award of a grant one year does not set a precedent for another year.

- Once the Community or Grant Funds have been allocated for the year no more Grants will be considered until the next financial year.
- All grant applications must demonstrate benefit to everyone and be compliant with The Equalities Act 2010.
- Applications for individuals or families will not be considered.
- Receipt of funds should be acknowledged within seven days of receipt.
- The applicant must abide by all relevant laws and regulations when carrying out their project, event or activity.
- If the event or project does not take place or is substantially different to that described in the application, then the grant may be reclaimed.
- Acceptance of a grant award entitles Chandler's Ford Parish Council to use in future publicity, unless expressly requested not to before receipt of grant monies.

Residual Funds

If, at year-end, there are any unused Community Grant Funds the remaining allocation will normally be subsumed within the Parish Council General Fund but can be carried forward to the next financial year following prior and proper resolution of Full Council.

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