Grants Policy

1. Introduction

Stapeley and District Parish Council allocates some money each year that can be donated to worthy causes within the Parish.

Grants either fall under a specific statutory power or under the statutory power of Section 137 of the Local Government Act 1972, which permits it to spend up to a certain limit on anything which in the opinion of the council is in the interests of the parish, or any part of it, or is in the interest of all or some of its inhabitants.

This amount is limited to a figure per head of the electorate on the electoral roll on 1st January before the commencement of the financial year. The figure is index-linked and for 2024/25 is £10.81 per head.

The law requires that Section 137 payments must be "in the interest of or will directly benefit the area or its inhabitants, or of part of it, or of some of it" and "the direct benefit should be commensurate with expenditure"

The Parish Council aims to ensure that all grant awarding decisions are:-

- Open
- Transparent
- Fair
- Competitive
- Supports local organisations
- Supports local residents

2. Who can apply

To be eligible for a grant from the Parish Council, an organisation must meet the following:-

a) Be a voluntary, community or faith sector organisation, registered charitable organisation, social enterprise, community interest company, not-for-profit community business, community amateur sports club or a not-for-profit group which has a governing document and an active management committee/board
b) If the organisation is newly formed or an informal group, you must have the intention of becoming a formally constituted group within six months of your application
c) Operate within the Parish Boundary OR able to significantly show and demonstrate that the proposed activity will positively benefit Stapeley and District residents
d) Be able to provide proof of a bank or building society account in the organisation's name and, where possible, an audited set of annual accounts
e) Have the appropriate safeguarding policies and procedures in place and are able to evidence them if the proposed activity involves vulnerable people, children or young people

3. What cannot be funded

a) Incomplete applications, where the grant form has not been fully completed or not all the required information/documentation has been provided
b) Applications from national bodies without a local link, branch or association locally or who are unable to demonstrate their effectiveness in the Parish or the benefit for its residents
c) Work which has already taken place
d) Applications where funds will be used retrospectively
e) Activities which are mainly of a political or religious nature

f) Applications from individuals and businesses as well as general appeals, sponsorship or general fundraising requests from organisations
g) Applications for projects, events or activities whose primary aim or purpose is fundraising
h) Loans against loss or debt

4. What can be funded

a) The project should make Stapeley and District a better place in which to live, work, study or visit
b) Benefit people who live in the Parish
c) Be able to show clear evidence that local people support the project and will be involved
d) Organisations can apply once per financial year unless exceptional circumstances can be demonstrated
e) Application from religious groups will be considered as long as there will be a clear benefit to the wider community irrespective of their religious beliefs
f) Applications are extremely welcome from groups working in partnership with others to improve the local community and area

5. How applications will be considered

a) The Parish Council will consider applications at its monthly meetings
b) Applications must be completed on the Stapeley and District Parish Council Grant Application Form which can be obtained from the Clerk or downloaded from the Council's website
c) Incomplete applications may be declined or returned, leading to a delay in decision-making.
d) Stapeley and District Parish Council may seek further clarification on any details or information contained within the grant application and liaise with external parties to verify information or details contained within the grant application
e) Stapeley and District Parish Council strives to allocate funding and donations fairly and openly, judging each application on its own merit. Funds are allocated under the provision of various Local Government Acts and Audit Regulations
f) Stapeley and District Parish Councillors are governed by a Code of Conduct. Councillors must declare any personal and/or prejudicial interest when considering the allocation of funds held by the Parish Council
g) Applicants will be notified in writing following the decision made by the Parish Council
h) Funds awarded **MUST** only be used for the stated project and for the purposes outlined in the original grant application. If an organisation wishes to vary the project or purpose for which the funds will be used, they must formally write to the Parish Council to seek approval for the funds to be used for a different purpose. No further work should be carried out on the project until this formal approval is granted. Stapeley and District Parish Council reserves the right to request all funds to be repaid should funds not be used for the stated purpose or project outlined in the original grant application
i) If an organisation is unable to spend all of the funds allocated to the project or for the purpose stated in the original application, any unspent monies must be returned to the Parish Council at the earliest opportunity
j) If an organisation is unable to fulfil the project to which funding has been allocated, the organisation must immediately repay the grant funding in full to Stapeley and District Parish Council
k) In cases where a funded project generates a profit, Stapeley and District Parish Council must be informed in writing. The Parish Council reserves the right to request for the profit to be paid back unless it is satisfied that the profit will be utilised to benefit the organisation positively and the community, which it supports
l) Organisations are required to recognise the Parish Council's support towards the funded project or activity

6. How to apply

a) Applications need to be submitted in writing on the most current Grant Application Form which can be obtained by email from the Clerk, (clerk@stapeleyparishcouncil.gov.uk) or by downloading the form from the Council's website
b) Once submitted, applications will be considered at a future Parish Council meeting. However, the Council reserves the right to seek further clarification on information contained within the application before the application is considered.

This policy was adopted by the Council at the meeting held on the 16th September 2024