



Swavesey Parish Council

GRANT FUNDING POLICY

1. General Statement of Policy

Swavesey Parish Council is able to consider grants and donations to support voluntary and community organisations within Swavesey Parish each year.

Most community grants awarded will fall within the Power given to a Parish Council through the Local Government Act 1972, section 137, which allows an authority to spend a limited amount on activities for which it has no specific power. Section 137 states:

“A local authority may, subject to the provisions of this section, incur expenditure which in their opinion is in the interests of, and will bring direct benefit to, their area or any part of it or all or some of its inhabitants.” And the expenditure incurred must be *“commensurate with the inhabitants who benefit.”*

Thus the Council cannot use the power to benefit a single individual and must not spend a disproportionately large amount on a very limited object or purpose.

2. Aim of the Policy

It is the policy of Swavesey Parish Council that where charitable and voluntary organisations, supported by local people, can provide facilities and services for the community, they may be supported financially in so doing. The Council will earmark a sum within each annual budget to be used at the sole discretion of the Council in furtherance of this policy.

3. Conditions of the Policy

The Council will consider eligibility based on the following. The organisation submitting the application must:

- 3.1 Be a not-for-profit organisation.
- 3.2 Be undertaking work which directly benefits residents of Swavesey.
- 3.3 Be properly managed and constituted – applicants are expected to have and comply with a constitution, terms of reference, rules, charitable scheme, or other governing document.
- 3.4 Have an elected committee or representative group.
- 3.5 Meet legal responsibilities of an employer where appropriate, adopt and implement good practices and hold and monitor relevant policies and procedures relating to equal opportunities, child protection and insurance.
- 3.6 Have a bank account in the name of the organisation with payments authorised by at least 2 signatories.
- 3.7 Have accounts which could be provided on request, which are approved by a competent person.
- 3.8 Confirm that grants awarded are for a single donation and the funds received will be spent within the financial year and for the purpose for which they were given.
- 3.9 Confirm the grant is not for expenditure already made.
- 3.10 Confirm that if the organisation should close or the project or service funded by the Council ceases, unspent grant funding will be returned to the Council.
- 3.11 Report back to the Council within the first year on the outcomes of the grant.

Grants can be applied for to meet deficits on future running costs, to encourage new groups or new projects, to help towards one-off expenditure on equipment or improvements.

4. Procedure for Grant Applications

- 4.1 All grant applicants must complete the designated Application Form, which must be returned to the Clerk to the Parish Council either by post or via email.
- 4.2 All supporting documentation as requested within the application form must be supplied with the application.
- 4.3 The Parish Council will consider the application at the first Full Council meeting following receipt of the application.
- 4.4 If successful the grant will be provided by cheque or bank transfer following the meeting, or on submission of the relevant invoices, depending on the reason for the application.
- 4.5 The Council's decision is final.

5. To Note

- 5.1 The maximum amount which a Council may spend under section 137 in any one year (ie from April to March) is restricted by the number of people on the parish roll.
- 5.2 Contributions may be made to charities and bodies providing a public service on a non-profit making basis but only in furtherance of their work in the United Kingdom. It is unlawful for a Council to contribute to a charity or public service body operating overseas, or to a fund established to help persons outside of the UK.
- 5.3 Grants will not be provided to organisations connected with any political party.
- 5.4 Under the Local Government Act 1894, s8, a Parish Council is not able to contribute towards the cost of any church buildings or property.

Document History		
Status	Date	Version
Drafted by Linda Miller	13 th December 2016	1.0
Draft to Council for debate	27 th February 2017	
Council Approved	27 th February 2017	
Review Date	Annually at AGM Reviewed 21 st May 2018 – no amendments	



Swavesey Parish Council

Donations and Grants Application Form

(All sections **MUST** be completed)

Full Title of Organisation/Group	
Name & Address of main contact Including position held Telephone no.: Email address:	
Describe the aims and purposes of your organisation/group	
How many members in your organisation? How many Swavesey residents does your group currently benefit?	
Amount of Funding applied for	
Total project or item cost	
Please give full details of the project or item you are applying for funding towards. <i>(please include pictures, drawings, quotes, etc. Continue on a blank sheet of paper if necessary)</i>	
How will you measure the success of the grant funding, what difference has it made to your project?	
Have you applied for funding towards this to any other organisation? Please give details.	
Is your organisation (please tick): a) a registered charity <input type="checkbox"/> b) a constituted voluntary group <input type="checkbox"/> c) branch of a national organisation <input type="checkbox"/> d) other (please specify) <input type="checkbox"/>	

What is your annual income?	
What are your sources of income?	
What is your annual expenditure?	
Please provide a copy of your last annual accounts.	

I hereby apply for a grant for the purpose as detailed above, for the organisation as detailed above and I confirm that the information given above is, to the best of my knowledge and belief, correct.

Signed Date

Position in Organisation/Group

Check: All boxes completed Accounts attached Details to support application

Completed form and all enclosures should be sent to:

The Clerk to the Parish Council, Swavesey Parish Council, 21 Thistle Green, Swavesey, Cambridge, CB24 4RJ

Email: clerk@swavesey.org.uk

Tel: 01954 202982

For Parish Council Admin use only

Date of decision..... Minute reference

Total grant awarded

Source of grant funding awarded

- Precept
- S106 Outdoor Open Space Funds
- S106 Indoor Community Facilities Funds
- Reserve Fund
- Other