



GRANTS POLICY

Pirton Parish Council

Adopted: 12 May 2016

Doc018.

Chairman: D Bailey

Re-Assessed (date)	Signed (Chairman)



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Doc018

2016.02

Contents

1. Background.....	1
2. The Policy	1

1. Background

- a. The Local Government Act 1972 Section 137 makes provision for Parish Councils to provide financial support, up to a fixed amount, for the benefit of residents of the Parish. The total annual amount available to a Parish for this purpose is prescribed by government and is a 'resident rate' times the number of residents on the Parish Electoral roll. The resident rate is linked to the Retail Price Index. For example, in 2016, it is £7.36 per resident.
- b. In addition, the Parish Council may be able to award grants to applicants under a number of other powers.
- c. The objective of Pirton Parish Council is to ensure that any grants it awards are for the greater benefit of Pirton residents and the community of Pirton.

2. The Policy

- a The Clerk will keep the Council informed of the current annual S137 limit.
- b Grant Application Requirements**
 - i. Applications for grants will not be considered unless the Pirton Parish Council Grant Application Form (doc019) has been completed.
 - ii. Applications for grants can only be considered from organisations whose work benefits Pirton Parish and its residents.
 - iii. Applications from individuals cannot be considered, nor can applications where the grant would benefit an individual.
 - iv. Applications for retrospective grants, i.e. where a project has already been completed, cannot be considered.
 - v. Grant applications for up to £500 inclusive must, if available, provide



Pirton Parish Council

GRANTS POLICY

Doc018

2016.02

financial statements in support of the application. Grant applications for more than £500 must provide a statement of the most recent audited accounts.

- vi. The Council will only consider one grant application per organisation per financial year unless there are extenuating circumstances.

c Types of Grant

Pirton Parish Council has made provision for two types of grant application.

- i. **Scheduled Grant:** A scheduled grant application is one where an application is received and considered according to the following schedule:

31st October: Last date by which an application form must be submitted to the Parish Council.

Annual Budget Meeting: (Usually late November/early December)
Applications are considered.

31st January: Applicants will be informed of the Council's decision.

April: Payments will be issued to successful applicants.

- ii. **Special Grant:** An application for a special grant may be made at any time through the year, funds permitting, but the Council will only consider the application if there is a genuine immediate need, such as a community project experiencing financial hardship.

No applicant may submit more than one special grant application in a single financial year.

d Grant Allocation

- i. **Total S137 Grant Fund.**

The total sum available for all S137 grants varies year upon year and is the rate per resident multiplied by the number of residents on the electoral role as at 1st April.

- ii. **Other Grants.**

There is no set limit for other grants, with each application being considered upon its own merits and the Parish Council having



Pirton Parish Council

GRANTS POLICY

Doc018

2016.02

consideration for the reserves available at the time of the application.

iii. Maximum Per Application.

The Council will not consider a single grant application which exceeds £2,000 unless there are extenuating circumstances and all other approved grant applications can be satisfied.

iv. Minimum Per Application.

The minimum amount that can be applied for is £25.

v. Grant Fund Shortfall

Where the total value of all grant applications exceeds the available funds and the Council considers the applications of equal merit, the Council may offer a reduced grant to applicants.

vi. Grant Payments.

Under normal circumstances cheques or BACS payments for the total amount of approved grants will be issued at the beginning of April each year. If, however, the Council is dependent upon receipt of the Annual Precept (or a portion thereof) to satisfy the amount requested, it may be necessary to pay a grant in two instalments (April and October). Applicants will be informed of staged payments when they are informed of their successful application.

e Ongoing Grants

Repeat applications for grants year upon year will not normally be considered unless there are exceptional circumstances which the Parish Council considers to be an appropriate use of its grant fund. For example, the need to prevent a worthwhile project from stalling or failing and other funding not being available. Such grants cannot exceed three years unless the applicant can demonstrate that other attempts at funding have been made.

f Grant Spend

i. Proof of Spend.

A recipient of a grant must provide evidence of how the grant was spent in the form of a written report, supported by financial evidence where available. The report must be received by the Clerk by the end of the



Pirton Parish Council

GRANTS POLICY

Doc018

2016.02

financial year in which the grant was made (i.e. by 31st March) for grants paid in April, or within 12 months of payment.

The report will become a document available to public inspection under the provisions of Section 228 of the Local Government Act 1972 (as amended).

ii. Acknowledgement of Grant.

Recipients of grants may be asked to acknowledge Pirton Parish Council's support on promotional material, press releases, websites and/or stationery if appropriate.

g Grants Policy Distribution

- i. The Clerk will retain the master copy of the Policy.
- ii. Copies of this Policy will be made available on the Parish Council website.
- iii. A copy of this Policy will be given to all grant applicants.