
Draft Policy – SAPC Capital Grant Policy

SAPC Parish Meeting: 26 September 2023

Agenda Item

Version Control:

SEPTEMBER 18, 2023

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St. Albans Parish Council

SAPC Grant Application Policy

1. Introduction

St. Albans Parish Council (*Parish Council*) is committed to supporting local organisations and groups whose work benefits some or all of the residents of the St. Albans Parish Council area. A grant is any payment or gift made by the *Parish Council* to an organisation for a specific purpose that will benefit the Parish, or residents of the Parish, and which is not directly controlled or administered by the *Parish Council*.

The legislation requires that s.137(1) 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*”. [s.137(1) *Local Government Act 1972*].

The use of the word “*some*” in relation to the inhabitants means that the *Parish Council* cannot use the power to benefit a single individual. Similar considerations will apply when considering applications for other grants.

2. Who Can Apply?

- Local community groups, voluntary organisations and charities which must be of a non-commercial nature.
- The group or charity must be based in the Parish of St. Albans Parish Council or in the immediate vicinity. National or regional organisations will not be considered. Any grant application must be seen to be of benefit to residents of the Parish of St. Albans.

3. How can the grants be used and how are they decided?

- Grants can normally only be used for capital projects and not for revenue support.
- Only one grant per applicant will be given by the Council in a financial year.
- Grants can only be given up to the amount held in the budget for Section 137 grants, which is agreed by Full Council as part of the budget process.

4. When and how should an application be made?

- The Council will accept applications at any time during the financial year.
- All applications are to be made on a form that can be obtained from the Parish Manager.

5. What is required with the application?

- Full and complete copies of your signed, certified and audited accounts for the last year. If your organisation has been in existence for less than that period, copies of your bank statements for last 12 months.
- A detailed budget plan and supporting evidence.
- Evidence of other awards towards the project, eg lottery funding, other bodies.

6. What will NOT normally be funded?

- The activities of political organisations.
- The activities of **religious** organisations, unless they can show they operate clear and open community activities which do not require membership or connection to the organisation and that the application will be of benefit to the community. Organisations based outside of the United Kingdom and/or who do not operate in Pound Sterling.
- General operational, revenue and maintenance costs.
- Events that have already occurred, equipment already purchased, works already started or completed.
- Repayment of loans or cost of services, equipment or provisions in anticipation of a grant.
- Organisations that have a closed or offer restricted membership.
- Organisations that are the responsibility of another public body/agency, however some form of matched/joint funding might be considered.

Grant conditions

The grant can only be used for the purpose stated in the application and the Council reserves the right to reclaim any grant not being used for the specified purpose of the application.

The organisation is responsible for ensuring the grant is used for the purpose for which it is granted.

Organisations are responsible for ensuring that they are in compliance with all legal and statutory requirements.

Should for any reason the organisation disband during the period of the grant the Council may ask for all or part of the monies to be paid back.

Prior approval of the Council is required if any change of purpose of the grant is required.

Acknowledgement of the financial support received from the Council is required on documentation and any promotional literature or other media operation.

To be eligible for a grant an organisation shall not discriminate on grounds of racial origin, gender, disability, age, (except for obvious reasons, such as becoming a member of a Youth club), and political or religious persuasion.

Normally only one grant per applicant will be made in a financial year.

More than one project may be comprised in a grant application

Should any of these conditions not be met it could result in the award being withdrawn and future grant applications being refused.

Grant applications can only be submitted on the form attached to this page. Submissions received by email, telephone or letter WILL NOT be considered.

Once your application is received you will be contacted by the Clerk who may have questions to check its eligibility. Grants can only be approved by a full meeting of the

Parish Council which meets every first Tuesday of the month. Please be advised that you may be requested to provide personal representation to your request.

Would you like to make an application?

Please complete our online application form and one of our team will be in contact with you:

DRAFT

| | |
|---|--|
| Total cost of project: | |
| Have any funds been requested from other sources? | |
| Amount of Grant applied for: | |

| | |
|--|--|
| Total cost of project: Account Details: | |
| Account Name: | |
| Sort Code: | |
| Account Number: | |

Previous Applications:

Have you made any grant application to any other body for grant aid for this project?
If yes please give details:

| Name of Organisation | Amount Applied for | Date of Application | Date of money received |
|----------------------|--------------------|---------------------|------------------------|
| | | | |
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If you have received any other sources of funding in the past year, not specified above, please give details:

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Additional Information:

Are there any comments that you wish to make in support of your application?
Please provide this information below, or attach a separate sheet.

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Your Financial Situation:

(Not required if grant is under £300)

All applications must be accompanied by the following financial information: **If you do not supply this information your application will not be considered unless previously agreed in writing by the Council.**

- | |
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| <ul style="list-style-type: none"> • Copy of your certified or audited accounts (where applicable) from your last financial year. |
| <ul style="list-style-type: none"> • Photocopy of last 12 months bank statement. |
| <ul style="list-style-type: none"> • If your organisation has been in existence for less than that a year, a copy of your income /expenditure budget for your first-year operation. |

If you are unable to supply this information, please contact the Clerk for advice before submitting this application

Confirmation of Organisation or Group Validity:

Please tick that you have the following in place?

| | |
|---|--|
| Requirements: | |
| Constitution? | |
| Committee of a minimum of 3 unrelated people? | |
| Bank account that requires 2 signatories? | |
| Diversity and equality policy? | |
| Safeguarding Policy | |

Declaration:

I/we declare that the information provided within this grant application is correct and that any grant received will be used solely for the project detailed above.

A copy of our financial statement and bank statement is attached detailing the previous 12 months.

I/we agree to the terms of the St. Albans Parish Council Grant Application Policy.

Name: Click or tap [here](#) to enter text.

Position: [Click or tap here to](#) enter text.

Signed:

Date: Click or tap to enter a date.

For office use only:

| | |
|--|---|
| Date received: Click or tap to enter a date. | Date of Parish Meeting: Click or tap to enter a date. |
| Approved: Choose an item. | Amount granted: £ |
| PC Meeting Date: Click or tap to enter a date. PC Minute page: Choose an item. Applicants Conditional Agreement Received: Click or tap to enter a date. Payment Sent: Click or tap to enter a date. | Report Back date: Click or tap to enter a date. |

To comply with the GDPR principles this document will be retained for the length the agreement after which time it will be destroyed. Unsuccessful grant application forms will be destroyed immediately.