
Draft Policy – SAPC Grant Policy

SAPC Parish Meeting: 25 July 2023

Agenda Item 410

Version Control:

18/09/2023 – Page 2, section 2c finance assistance cap

18/09/2023 – Page 3, section 4 minimum of bank signortories.

18/09/2033 – Page 5, application form with additional informaiton.

JULY 21, 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. Policy

a) The *Parish Council* awards grants, at its absolute discretion, to organisations which can demonstrate a clear need for financial support to achieve an objective which will benefit the Parish by: -

- Providing a service,
- Enhancing the quality of life,
- Improving the environment, and promoting the Parish of St. Albans in a positive way.

b) The *Parish Council* will **not** award grants to: -

- Private individuals,
- Commercial organisations,
- Purposes for which there is a statutory duty upon other authorities to fund or provide,
- “Upward funders”, i.e. local groups where fund-raising is sent to a central HQ for redistribution.
- Political parties,
- Religious organisations, unless for a purpose which does not discriminate on grounds of belief.
- Organisations who discriminate against anybody with protected characteristics.

This list is not exclusive, and may be added to at the *Parish Council's* discretion. A grant can be used in various ways, for example:

- purchase of new or improved equipment/facilities
- supporting a specific event
- improving the environment.
- Providing a warm hub.

- c) The Parish Council will consider applications for no more than **£1500 per Financial/Calendar year** to any one group.
- d) All applications for grants are considered by the *Parish Council*, with each application assessed on its own merits. Once a decision has been made it is final, with no appeals.
- e) No further identical or similar applications will be considered for **12 months** unless the *Parish Council* accepts that exceptional circumstances apply.
- f) Ongoing commitments to award grants in future years will not be made. A fresh application will be required each year. Grants will not be awarded retrospectively.

3. Eligibility.

- a) Local voluntary or charitable groups (clubs, societies and organisations) whose work benefits some or all of the residents within the Parish Council area are eligible to apply for a grant.
- b) The Parish Council will **not** award grants to: -
 - Private individuals,
 - Commercial organisations,
 - Purposes for which there is a statutory duty upon other local or central government departments to fund or provide,
 - “Upward funders”, i.e., local groups where fund-raising is sent to a central HQ for redistribution.
 - Political parties,
 - Religious organisations: unless for a purpose which does not discriminate on grounds of belief
 - Organisations who discriminate against anybody with protected characteristics.

This list is not exclusive, and may be added to at the Parish Council’s discretion.

4. Procedure.

- a) Funding applications may be submitted at any time during the financial year.
- b) In order to be considered at the *Parish Council* meeting, the application has to be completed and received by the Clerk not less than 7 working days before a scheduled meeting.

c) All applications require,

- A completed application form, to include details of a named point of contact,
- The number, or percentage, of members that belong to the organisation and that live within the *Parish Council Area*,
- Details of any restrictions placed on who can use/access their services,
- Confirmation (on the application form) that it agrees with the *Parish Council's* Equality and Diversity Policy, or provide a copy of their own policy,
- Confirmation and details of an active Safeguarding Policy – where applicable.
- Organisations will be expected to have clear written aims and objectives, a written constitution, and a separate bank account controlled by more than two signatories.

d) All applications in excess of **£300** must be accompanied by the organisation's statement of accounts supported by a banking statement.

e) The Parish Council reserves the right to request further financial and governance documentation before making a decision,

f) All grants awarded will be subject to regular '**report back**' to the Parish Council as to the progress and/or community benefit.

5. Assessment Procedure.

1. At the Parish Council's annual budgeting meeting an amount will be set from which grants will be awarded during the following financial year.

2. A decision upon an award will remain for the approval by the *Parish Council* at the appropriate meeting following the submission of the application.

3. A grant award must only be used for the purpose stated on the application. If the organisation is unable to use the money, or any part of it, for the purpose stated, then all monies, or unexpended part of such monies must be returned to the *Parish Council*.

4. Organisations receiving grants are required to advise their users/members that the grant or equipment has been received from *St. Albans Parish Council*.

a) The Council expects the grantee to publicise the receipt of the grant from the *Parish Council* and furnish the *Parish Council* with any publicity material used.

b) This will enable the *Parish Council* to publish successful applications that have received financial support.

- c) Advertising will be via the *Parish Council* online community and *Parish Council* noticeboards.
 - d) Where equipment has been fully or part funded, signage and advertisement material will be displayed with the *Parish Council* name and logo.
 - e) The *Parish Council* requires that such equipment be insured and maintained at the expense of the user.
5. The *Parish Council* may make the award of any grant or subsidy subject to such additional conditions and requirements as it considers appropriate.
 6. The applicant will confirm in writing that these conditions will be met before any payment will be made.
 7. The Parish Council reserves the right to refuse any grant application which it considers to be inappropriate, or against the objectives of the *Parish Council*.

6. Report Back

1. Nothing contained herein shall prevent the Parish Council from exercising, at any time, its existing duty or power in respect of providing financial assistance or grants to local or national organisations under the provisions of the Local Government Act 1972, s.137.
2. The Parish Council must require any organisation, group, charity or other body to provide a written statement of how the financial assistance has been spent.
3. This would include a copy of the organisations bank statement showing receipt of the Parish Council's contribution and expenditure.
4. Any organisation, group, charity or other body are required to provide a financial statement or accounts before a grant or loan is given with a copy of their bank statement for the financial year.
5. Any unspent money requested for a specific event must be returned to the Parish Council.

7. St. Albans Grant Application Form

Details of Organisation or Group:

Full Name: (By which the individual or organisation is commonly known)	Click or tap here to enter text.
Correspondence postal address:	Click or tap here to enter text.
Telephone number:	Click or tap here to enter text.
Email:	Click or tap here to enter text.
Contact Name:	Click or tap here to enter text.

Project Details and Grant Required:

Please provide full details of the project requiring financial assistance:
(This can be attached as a separate page if preferred or if insufficient space below)

Benefits to the Community or St. Albans Parish environment from this project:
(Please list the benefits that you consider this project will provide)

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

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.