

# Preesall Town Council

## GRANTS AND DONATIONS POLICY



### 1. FOR AWARDING GRANT AID TO LOCAL ORGANISATIONS

Preesall Town Council will reserve, each year, a sum of money for disbursements on grants to organisations and activities which constructively contribute to the life of the town.

This document sets out the town council's policy and procedure for making grants and donations

The town council's aim is to ensure that all our award-making activity is:

- open
- transparent
- fair
- competitive
- supportive of local organisations

Our yearly budgeting process is completed in January and offers for the following financial year cannot be made until the council approves the budget estimates. Our awards are open to established voluntary or community groups, as well as new or informal groups of residents who are or intend by the date of application to become formally constituted.

### INTRODUCTION

The General Power Section 1 of the Localism Act 2011 says that a local authority has power to do anything that individuals generally may do (s 1(1)). It is only limited by legislation preventing its application. The General Power is available to parish and town councils which meet conditions of eligibility for the exercise of the power as set out in the Parish Councils (General Power of Competence) (Prescribed Conditions) Order 2012.

Preesall Town Council has fulfilled the eligibility requirements and so has the power to award grants to individuals or organisations.

## **GENERAL**

A grant made by Preesall Town Council is a payment to be used by an organisation for a specific purpose in the furtherance of the wellbeing of the local community, where said purpose is not directly controlled or administered by the council.

The administration of and accounting for any grant shall be the responsibility of the recipient.

Grant applications may be submitted at any time; however, they will be considered only twice a year, in:

**November** (closing date for receipt of applications is 25 October) and

**June** (closing date for receipt of applications is 25 May).

The council may make the award of a grant subject to such additional conditions and requirements as it considers appropriate.

## **2. WHO IS ELIGIBLE TO APPLY?**

To be eligible for the award of a grant an organisation must:

- 2.1 Be 'not for profit' and established for charitable, benevolent, social, cultural, recreational or philanthropic purposes.
- 2.2 Be local to Preesall and Knott End, or if just outside the boundary, its work should be of significant benefit to the town and its residents.
- 2.3 Have a constitution, or set of rules, defining its aims, objectives and operational procedures.
- 2.4 Be able to provide a copy of its latest annual accounts and/or most recent bank statement. Accounts are to be checked and signed by a person independent of the group.
- 2.5 Have a bank account operated by a minimum of at least two joint signatories.
- 2.6 Individuals should reside in the parish, have references in support of their application, and have a bank account.

## **3. WHAT CAN BE FUNDED?**

- 3.1 The purpose of a grant given by the council is to support initiatives in the local community and to help create opportunities for the residents of Preesall parish that are not, as a matter of course, funded by the council. The project should be something that makes the local community a better place in which to live, work or visit.
- 3.2 The council would prefer to provide financial assistance towards specific projects or purchases of equipment.
- 3.3 There must be clear evidence that local people support the project and are involved in carrying it out.

- 3.4 Grants can be provided as start-up awards for new organisations as well as grants for existing organisations.
- 3.5 To ensure as fair a distribution as possible, the council will take into account the amount and frequency of previous awards.
- 3.6 Applications will be considered for day-to-day running costs and individual projects.

#### **4. THE FOLLOWING ARE NOT ELIGIBLE**

- 4.1 Support for private business projects.
- 4.2 Projects that are the prime statutory responsibility of other government bodies.
- 4.3 Projects that improve or benefit privately owned land or property.
- 4.4 Projects that have already been completed or will have been by the time the grant is made.
- 4.5 The council is prevented by statute from giving financial assistance to individuals or charities operating overseas or to a fund established to help persons outside the UK.
- 4.6 Organisations or individuals intending to support or oppose any political party or to discriminate on the grounds of race, religion, age, gender, sexual orientation, marital status, or any disability. This is in accordance with the duty imposed on the town council to consider the following matters in the exercise of any of its functions: Equal Opportunities, Crime & Disorder, Health & Safety and Human Rights.
- 4.7 “Upward funders”, i.e. local groups whose fundraising is sent to their central HQ for redistribution.

#### **5. CONDITIONS OF SUPPORT**

The council may make the award of any grant subject to all or some of the following conditions. Required conditions will be at the discretion of the council and take into account an organisation's individual circumstances.

- 5.1 In order to fully understand your project or activity, town councillors may wish to visit your project or activity, prior to it commencing. They may also wish to conduct a site visit once your funded project is under way.
- 5.2 Grants cannot be made to cover money already spent in normal circumstances.
- 5.3 Where young people and children are involved the organisation must have a safeguarding children policy specific to that organisation.
- 5.4 Funding must be used only for the purpose agreed with the town council and if the monies are not spent on the items agreed, they must be returned.
- 5.5 Funding must be spent within the financial year awarded and cannot be added wholly or partly to your reserves.

- 5.6 Any unused funds at the end of the financial year in which the grant is paid out must be returned to Preesall Town Council.
- 5.7 If your project costs are more than you anticipated on your application, any shortfall must be met by you – Preesall Town Council will not be in a position to make up any shortfall.
- 5.8 **As a minimum, you will write to confirm receipt of the cheque for audit purposes.**
- 5.9 The need to provide evidence of expenditure (receipted invoices) to the clerk to the council on completion of your project where a grant of £500 or more has been awarded. For grants below this amount the requirement for receipts will be discretionary – based on the purpose for which the grant was given. (If required, this evidence of expenditure should be equal to, or more than, the total of the amount of the grant detailed on your application.)
- 5.10 All applicants are treated equally. Organisations are not restricted in the number of grant applications submitted to the council for grant aid over a period of time, however, the history of previous applications will be considered in the decision-making process. A fresh application will be required each time.
- 5.11 No applicant may submit more than one grant application in a single financial year.
- 5.12 Due account will be taken of the extent to which funding has been sought or secured from other sources or own fund-raising activities. Further details of other organisations that may be supportive should be declared to the council when the application is made.
- 5.13 You **must** acknowledge Preesall Town Council's support in all publications, publicity and annual reports.
- 5.14 You should show the funding awarded separately in your published financial accounts and Preesall Town Council should have access to your financial records, on request, where appropriate.
- 5.15 A representative of your organisation should give a report at the Annual Town Meeting (held on an evening between March and May each year) on how you spent the money and if appropriate how your project went and the benefit to the community.
- 5.16 Cheques that are uncashed within six months will be cancelled and the applicant will be required to re-apply if they still require funding.

## **6. WHEN TO APPLY**

The town council prepares its annual budget during November to January and agrees the grant funding that will be available in the next financial year.

Grant applications may be submitted at any time; however, they will be considered only twice a year, in:

**November** (closing date for receipt of applications is 25 October) and  
**June** (closing date for receipt of applications is 25 May).

This is a competitive process against other bids and the quality of each bid is important.

## **7. HOW WILL DECISIONS BE MADE?**

All bids will be judged after the closing date. Decisions will be made by Preesall Town Council in closed session. The council's decision is final. Unfortunately the council may not be able to fund all projects as there may be more applications than there is money available, however all applications will be considered carefully. Due account will be taken of the extent to which funding has been sought or secured from other sources or own fundraising activities.

## **8. NOTIFICATION**

The council will notify all applicants in writing as to whether they are successful/unsuccessful within two weeks of the council's decision.

A list of successful applicants will be available on the town council's website.

## **9. HOW TO APPLY**

Applications should be made in writing. Please apply to the Clerk for a standard application form or download one from the town council website at <http://preesalltowncouncil.org>. The Clerk will check that your application form is complete, and all necessary documents have been provided. You may be contacted for additional information.

## **10. DONATIONS**

In addition to the formal Grants Policy, the council may from time to time resolve to make donations to benefit local organisations or benefit local services. Any funds provided will be from the designated Local Services provision budget head.

This policy was agreed and adopted by Preesall Town Council

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