

# Naseby Parish Council

## Grants Policy

1. Naseby Parish Council is funded by public money and therefore has only limited funds available to assist community organisations located within or nearby to Naseby Parish. Pursuant to legislation and subject to funding being available, the Council can donate/award funds to local organisations if the Council has the 'Power' to do so, as long as the grant is for the benefit of the community of Naseby.
2. Naseby Parish Council is committed to providing assistance and support to local community groups which are set up for the benefit and well-being of the community, and financial support is provided by way of grants/donations which are decided against the Grants Policy
3. In order for Council to be able to assess applications rationally and objectively, it is both necessary and helpful to assess them against the criteria and funding rules laid out below. These are designed to be a general indication of need but are not exclusive and can be flexibly applied.
4. The Parish Council's policy on community grants is based on the principle of promoting the development of partnerships which encourage and enable local community organisations to deliver local projects to the residents of Naseby.
5. In general, the following principles apply:
  - a. Assistance will be given on the basis of need, merit and contribution to the local community.
  - b. Applicants must clearly show how any assistance given will benefit the people living in the Parish or will benefit the environment of Naseby.
  - c. Any assistance given will be subject to on-going monitoring and subsequent evaluation of the outcome of the grant.
  - d. Organisations should not make a presumption that funding will continue on an annual basis.

### Council's Aims & Objectives

6. Naseby Parish Council provides grant funding to support the following aims:
  - a. To enable local people to participate in voluntary groups and activities.
  - b. To help the parishes' voluntary groups to improve their effectiveness.
  - c. To ensure the provision of services, needed by the residents, via the voluntary sector.
  - d. To support organisations which meet the needs of people experiencing social and economic difficulties.
  - e. To ensure that there is equality of access and opportunity for all parishioners of Naseby to the services it provides and funds.
  - f. To improve or enhance the local environment.
  - g. To achieve value for money.
7. The Council defines a voluntary group as a non-profit making organisation, set up and run by a voluntary, unpaid management committee and which does not contravene any legislation surrounding race, sex, religion and disability.

## Criteria and Funding Rules

### 8. Naseby Parish Council decides whether to make an award based on the following criteria:

- a. Whether the group/project has followed the grants process and meets the Council's requirements and grant giving policy.
- b. The level of benefit to Naseby and its residents, and the impact the grant will make.
- c. Evidence of a well-managed group including previous experience and track record.
- d. Financial sustainability and viability of group and/or project.
- e. Evidence of partnership working.
- f. Evidence that funding has been sought from other sources and the level of match funding is available.
- g. Evidence of compliance with previous grant award conditions.
- h. Project clearly costed with 3 quotations.

### 9. Naseby Parish Council will not fund the following:

- a. Organisations that do not provide a service to the community in Naseby.
- b. Individuals or appeals supporting an individual.
- c. General appeals.
- d. Statutory organisations or the direct replacement of statutory funding.
- e. Political groups or activities promoting political beliefs.
- f. Religious groups where funding is to be used to promote religious beliefs.
- g. Arts & sports projects with no community or charitable element.
- h. Medical research, equipment or treatment.
- i. Animal welfare.
- j. Projects that have or may take place before an application can be decided.
- k. Council will not support grants for the repayment of loans.
- l. Equipment or other costs that have already been purchased or incurred prior to the application being considered.

10. Grants are given annually to local groups/organisations and are also open to new groups wishing to start up and receive a small contribution towards their running costs.

11. If a grant is awarded to any one organisation which exceeds £1,500 in any one fiscal year, a full written report and details of how the grant was utilised are required. However, Naseby Parish Council reserves the right to review the accounts of any organisation which receives funding, before or after the event/project has been completed.

## The Application Process

12. To apply for a Council grant the applicant must be a charity, community group or local voluntary organisation with a constitution and dedicated bank account, operating or providing a service to the community.

13. The amount of money available for grants varies each year, depending on the overall Council budget.

## General Grant Conditions

14. Groups must apply for funding using the appropriate application form, which can be downloaded from the Council's website or is available from the Clerk.
15. Grants can only be applied for annually, between 1<sup>st</sup> April and 30<sup>th</sup> November.
16. Grant applications will only be considered if all sections of the form are completed and appropriate supporting information/evidence is supplied where requested.
17. All valid grant applications will be assessed and presented to full Council for consideration and all applicants will be notified of the Council's decision after the meeting.
18. Grants will only be paid by cheque to the named organisation and not an individual and must be used by the applying organisation. Grant funding cannot be transferred to a secondary body.
19. 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. However, if a group wishes to change the purpose of the grant it must seek approval by writing to the Council who will consider whether or not to approve the change at its next available meeting.
20. Council will not support grants for the repayment of loans for the cost of services, equipment or provisions in anticipation of a grant.
21. Organisations are responsible for ensuring that they are in compliance with all applicable legal and statutory requirements (including those relating to health and safety and equalities).
22. Should for any reason the organisation disband, or the project is not completed, the Council may ask for all or part of the monies to be returned.
23. Acknowledgement of the financial support received from the Council is required in writing and should also be included within any promotional material, including websites.
24. Normally, only one application per year will be accepted from any one organisation and should not exceed £1,500, unless in exceptional circumstances. Additional grant conditions may also be attached to any funding from Naseby Parish Council and these will be set out in the award confirmation letter. Failure to comply with any conditions attached to a grant may result in the grant being repaid or affect future grant assistance.

**Adopted:** 05/12/2019

**Minute Ref:** 19/552

**Review Date:** May 2020