

Adopted 4<sup>th</sup> October 2023

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# TALATON PARISH COUNCIL

## GRANTS AND DONATIONS POLICY

### 1. LEGAL FRAMEWORK

1.1 Grants and donations from town and parish councils are usually made under the powers given to them by s137 of the Local Government Act 1972, which allows authorities to incur expenditure for certain purposes not otherwise authorised. A statutory limit is placed on the total amount that can be given by the authority in any one year.

1.2 However, under the Localism Act 2011, Talaton Parish Council (‘the Council’) declared itself eligible for and subsequently adopted the General Power of Competence (‘GPC’) at its Annual Council Meeting in May 2023. This, in essence, removes the financial limit and restrictions on grant/donation awarding, although the assessment criteria for S137 remain a useful benchmark against which to assess applications. If for any reason the Council is no longer eligible to use the GPC then grants and donations will be awarded using a specific defined Power as set out in the Local Government Act 1972 or Section 137 which states that “a local Authority may...incur expenditure which in their opinion is in the interests of, and will bring direct benefit to their area or any part of it or all or some of their inhabitants”. The direct benefit should be commensurate with the expenditure incurred.

1.3 The purpose of this policy is to set out the Council’s position on the awarding of Grants and Donations

### 2. GENERAL

#### 2.1 Grants - must be for a specific purpose

A grant made by the Council is a payment to be used by an organisation or individual for a specific purpose in the furtherance of the well-being of the local community, where that purpose is not directly controlled or administered by the Council

For example:-

£100 to purchase a projector to allow a local community organisation to host regular film nights to tackle social isolation

£200 to print 500 walking leaflets to encourage tourism and support health and wellbeing

#### 2.2 Donations - a donation towards costs

A donation made by the Council is an amount towards the costs of something beneficial to the community

For example:-

£100 towards the regeneration costs of a local park

£100 towards the costs of organising a family fun day.

£100 towards the general running costs of an organisation without being specific about what it is spent on

2.3 Grants and donations will be awarded to support initiatives in the local community, help create opportunities for the residents of Talaton Parish, help networking and building of communities, improve the physical and mental health of the community. The community is made up of residents of all ages.

2.4 The Council sets aside an annual fixed amount for grants/donations. Once the fixed amount has been used then any further applications will not be considered until the following financial year. However should there be extenuating circumstances, the Council may consider and agree to use money from its reserves to meet any grant/donation requests that exceed the budget figure in any year

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

2.6 Grants/donations are made as one-off payments, and will not represent an ongoing commitment by the Council to award grants/donations or subsidies in future years. A fresh application will be required each time.

2.7 To ensure as fair a distribution as possible, the Council will take into account the amount and frequency of previous awards.

2.8 The Council may make the award subject to such additional conditions and requirements as it considers appropriate: for example, the Council may request sight of invoices or photographic evidence of completion of works.

2.9 Applications will be assessed on their merit and the benefits to the local community. It is expected that as much information as possible will be provided with a grant application.

2.10 Applications will be considered for capital projects or community self-help; but not for elements of normal maintenance which would be expected to be met from revenue.

2.11 Please do not hesitate to seek advice from any Councillor or the Clerk before making your application. Contact information is on the Council website:- <https://www.talatonparishcouncil.co.uk/>

### 3. APPLICATIONS

3.1 Applications will be accepted from groups/organisations and also individuals (subject to the criteria contained in Clause 3.3 being complied with) for support for activities /projects based in the parish of Talaton, or to the benefit of residents of the Parish. The Council's standard application form must be used in all cases and can be obtained from the Clerk by contacting her on 01404 814128 or by e-mail at [clerk.talatonpc@outlook.com](mailto:clerk.talatonpc@outlook.com), by downloading the form from the Council's website at [Grants - Talaton Parish Council \(visionict.com\)](http://www.talatonparishcouncil.co.uk/Grants-Talaton-Parish-Council-visionict.com)

or by collecting a form from the community shop. Completed forms must be emailed to:- [clerk.talatonpc@outlook.com](mailto:clerk.talatonpc@outlook.com) or by posting to the Clerk, 3 Katherine's Lane, Ottery St Mary EX11 1FB.

**THE LAST DATE FOR APPLICATIONS IS 31<sup>ST</sup> OCTOBER unless another date is specified**

3.2 **GDPR:** By completing the application form, applicants are giving consent for their personal details to be held and made available for Parish Council deliberations.

3.3 Applications **WILL NOT** be considered from:

- Organisations or individuals intending to support or oppose any particular 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 the Council has to consider the following matters in the exercise of any of its functions: Equal Opportunities, Crime & Disorder, Health & Safety and Human Rights.
- Private organisations operating as a business to make a profit or surplus.
- "Upward funders", i.e. local groups whose fund raising is sent to their central HQ for redistribution.

- Applications will not normally be considered from national organisations or local groups with access to funds from national "umbrella" or "parent" organisations; unless funds are not available from their national bodies or the funds available are inadequate for a specified project.
- Applications from religious groups will be considered only where a clear benefit to the wider community of all faiths and none can be demonstrated irrespective of their religious beliefs. Compliance with this requirement will need to be demonstrated throughout the project.
- Applications from education, health or social service establishments will be considered where the organisation can demonstrate that it is working in partnership with other groups and where there are benefits to the wider community within the Parish.
- Individuals, unless there are exceptional circumstances, where it can be demonstrated that there is a clear and measurable benefit to parish residents/area for the individual concerned to receive funding, and that the applicant has provided references to support their application

3.4 All applications must demonstrate clearly how a grant will be of benefit to the local community living within the Parish.

3.5 Applications for grants/donations will be open from 1<sup>st</sup> September until 31<sup>st</sup> October or \*any other specified date in any one financial year. Applicants can attend the November Full Council meeting if they wish to present their application in person, following which decisions will be made at the November Full Council Meeting or later meeting. Applicants will be informed of the decision directly. The grant/donation must be spent or allocated before 31<sup>st</sup> March of the financial year of the application, or a longer time frame may be requested if supported by evidence (photographic and /or documentary). Failure to spend the grant/donation awarded within the time agreed may result in a request for repayment.

\*Consideration will be given to applications being received outside of the aforementioned timeline but only in extenuating circumstances and if there are funds available

3.6 The award of the grant/donation will be by payment by BACS into a designated bank account in the name of the organisation, and only in special circumstances will funds be paid into a private bank account and reasons in writing must be provided by the organisation as to why the funds can only be paid into a private bank account

#### **4. ELIGIBILITY CRITERIA**

4.1 The category of grants is for organisations in the furtherance of the well-being of the local community. Applicants do not have to reside in the Parish but the point of delivery must be based within the Parish, or be supporting members of the community to engage in activities based outside the Parish.

4.2 If the application is from an organisation or group, the written aims and objectives, constitution and membership rules should be available for inspection by the Parish Council (if requested) as part of the consideration of the application.

4.3 An organisation must be able to demonstrate that it is properly managed and able to run its affairs responsibly. The Council may ask to inspect, as part of the consideration of an application for a grant, the audited accounts or accounts that have been independently examined by a suitably qualified person, for the previous financial years or, in the case of a newly formed organisation, a detailed budget and business plan. Donations will not require the production of audited accounts

4.4 An organisation is required to have a bank account in its own name with two authorised representatives required to sign each cheque.

4.5 Individuals seeking funding should reside in the Parish, or be applying for support for services offered in the Parish, or services for the benefit of Parish residents based outside the Parish. They must be prepared to produce references in support of their application, and have a designated bank account (or be able to show designated funds).

## **5. MISCELLANEOUS**

5.1 There may be an occasion when the Council of its own volition wishes to make a donation to a specific cause eg a major national or international disaster which does not fall within the criteria listed in Clause 3.3 but notwithstanding this can still be considered/agreed by the Council. The Council will need to agree the donation amount, with consideration being given as to whether there are available funds in the Grants/Donations budget to meet the donation amount, and if not, whether some of the reserves should be used for this purpose. The final amount of the donation must be agreed by resolution at a full council meeting

5.2 At Council run events, some businesses may wish to give their services free of charge, opting instead for the Council to make a donation to their chosen charity. However in all cases the criteria outlined in Clause 3.3 should be taken into account by the business concerned and it be advised accordingly. There will be no requirement for the business to complete an application form for a donation or be based in the Parish. The donation may come out of the budget specifically set up for the event, rather than from the Grants and Donations budget