

## Grants and Donations Policy

### Background

1. Osbaston Parish Council has resolved to allocate a ringfenced budget item each year that will be used specifically to help local community groups. No further money will be allocated from the budget if all of the money is committed before the end of the financial year.
2. This power is given to Parish Councils under section 137 of the Local Government Act 1972 to spend money on activities that can clearly demonstrate direct benefit to the parish. Section 137 states that spend must also be **commensurate with the expenditure incurred**, thus legally preventing Parish Councils to allocate large amounts of its precept to benefit a relatively small number of parishioners. A policy on grants is therefore required.
3. Any expenditure under section 137 will be properly authorised by resolution, minuted and shown in a separate column in the councils' accounts. This is because there is a maximum prescribed amount to which any Parish Council may spend under section 137 in any one year. For Osbaston, this amount is around £1335.

### Criteria & Procedure

1. Applications will be accepted throughout the financial year from voluntary and community sector (VCS) groups that can demonstrate a link to the Parish and its residents. The Council will look favourably on applications that clearly demonstrate how their project or activity will enhance the area and offer improvements to the Parish or its inhabitants
2. Applications will be considered on a case by case basis and the Council will look more favourably on applicants who can demonstrate that they have taken practical steps to address the funding needs of their activities.
3. All applications will be made through the approved application form that is available to download from the Council's website.
4. Applications meeting the criteria will be considered at the next Parish Council after receipt by the Parish Clerk.
5. Where a Member of the Council is a Member of a group/organisation applying for funding, that Member shall consider, whether in accordance with a Code of Conduct, it is necessary for them to declare an interest in the matter.

### CONDITIONS

The council may make the award of any grant subject to all or some of the following conditions:

1. Each group may only apply once for each financial year
2. Any requests for retrospective funding will not be considered
3. If approved, the grant/donation will be paid by cheque to the organisation. Cheques to individuals will not be issued.
4. Funding must only be used for the purpose outlined within the application and agreed with the Parish Council. The Council reserves the right to request repayment of any grant or donation if the monies are not spent on the items agreed.
5. A project evaluation must be submitted to the Council in writing to be presented at the Annual Parish Meeting in May detailing the project and explaining how the grant was spent.
6. Recognitions of the grant/donation from Osbaston Parish Council must be made in any publicity.