



Sutton Cheney Parish Council

Grants and Donations Policy

Background

1. Sutton Cheney Parish Council has discretionary powers to award grants and/or donations to local groups or organisations who deliver activities and projects with clear benefit to the people living within the Parish of Sutton Cheney.
2. Within the context of this policy, grants are awarded for a particular defined purpose. Donations are awarded for more general purposes. Both however are awarded for local Parish activities only.
3. This money can be provided by the powers under section 137 of the Local Government Act 1972 which stipulate that it must be spent on activities that has clear direct benefit to people living within the Parish and it also must be proportionate to the expenditure incurred.
4. Any grants made available for such purposes are funded directly from the Parish Precept. Each year the Council sets its annual budget which will include ringfenced monies to be used for S137 spend. Applications will be accepted throughout the financial year and if S137 monies have not been used, it will roll over to the next financial year.

Grant Criteria

To ensure that all applications are dealt with fairly and in a consistent manner, the Parish Council will only consider applications from groups that can:

1. Clearly demonstrate how their project or activity will enhance the area and offer improvements to the Parish or its inhabitants
2. Submit a copy of their constitution alongside a set of audited accounts or suitable financial statement to ensure there is a genuine need for a grant
3. Demonstrate support from the community, letters of support, match funding or donations.

Applications will be considered on a case by case basis but 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 on an on-going basis. Applicants need to be self-financing and not to be reliant on regular donations from the Council.

Procedure

All applications for a grant or donation will be made through the approved application form that is available via the Clerk or the Council's website at www.suttoncheneypc.org.uk.

Applications meeting the criteria will be considered at the next Full Parish Council after receipt by the Parish Clerk.

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

Following conditions apply to the awarding of any grant from the Parish Council:

1. Any application over £100 will need to be submitted alongside 3 recent quotations in order to demonstrate best value as well as your most recent audited accounts.
2. Each group may only apply once for each financial year
3. Any requests for retrospective funding will not be considered
4. If approved, the grant/donation will be paid by cheque or BACS to the organisation – cheques to individuals will not be issued.
5. 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/donation if the monies have not been spent on the items agreed.
6. A representative from a group that has been awarded funding should give a report (either verbal or written) at the Annual Parish Meeting in May detailing the project and explaining how the grant was spent.
7. Recognitions of the grant or donation from Sutton Cheney Parish Council must be made in any publicity.

Adopted July 2020
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