



Chailey Parish Council

Policy on Grants and Donations

Introduction

1. This policy document sets out the policy of Chailey Parish Council (“the Council”) as regards the application for and making of grants and donations.
2. Under the Local Government Act 1972, section 111, the Council has the power to do anything which is calculated to facilitate, or is conducive or incidental to, the discharge of its functions. Therefore the Council can lawfully make grants and donations pertaining to its statutory powers.
3. Grants not covered under the power in paragraph 2 can be made under the Local Government Act 1972 section 137. Under this section the Council is able to spend up to a prescribed amount in any one year. Grants given under section 137 must bring direct benefit to the area or any part of it or to all or some of its inhabitants. The benefit accruing must be commensurate with the grant made.
4. In paragraphs 5 to 24 of this document the words “Grant” and “Grants” are used as terms encompassing all grants, donations or similar advanced or to be advanced by the Council.

Eligibility for Grants

5. Applications may be made by any registered charity, voluntary group or community organisation that operates within Chailey Parish.
6. Applicants should be a non-profit making voluntary organisation.
7. Applicants supporting or involving young people will be asked to confirm that have completed the necessary Disclosure and Barring Service checks and that these are up to date.
8. Applicants must be able to demonstrate that a Grant made by the Council will benefit either Chailey Parish or some or all of its residents.

9. Applications will be considered for the following purposes:

- i. meeting the cost of purchasing equipment, either in part or in full;
- ii. funding transport that will enable group members to partake in a group trip or outing regardless of their incomes;
- iii. training activities, or to purchase the expertise of an outside trainer/ instructor/ facilitator;
- iv. activities that raise the profile of Chailey Parish;
- v. meeting the running costs of a viable group that is experiencing a period of hardship;
- vi. hosting special events or celebrations; and
- vii. the provision of recreational facilities.

10. Applications from or for following will not be considered:

- i. from individuals;
- ii. for funding continuing expenditure;
- iii. for funding political activities;
- iv. from registered charities in response to a general fundraising appeal unless it is demonstrated that funding from the Council will directly benefit the residents of Chailey;
- v. for projects which have already been completed;
- vi. for funding activities that the Council considers to be the responsibility of a Statutory Authority;
- vii. from schools for an activity that takes place within the school day; and
- viii. for funding activities outside the Council's powers and functions.

Conditions attaching to Grants

11. The following conditions attach to all Grants made by the Council:

- i. a Grant must be used for the purpose for which the application was made;
- ii. as soon as the recipient of a Grant forms the opinion that it will be unable to use the award, in whole or in part, for the purpose for which the Grant was given, all unspent monies must be returned to the Council;
- iii. a Grant must be properly accounted for and evidence of the expenditure for which the Grant was given must be provided if requested by the Council; and
- iv. if the Council is not satisfied with any information provided under paragraph 11 (iii) the Council may request a refund of the Grant or such part of it as it thinks appropriate, and any repayment sought must be paid promptly to the Council.

12. Recipients of a Grant may be asked to acknowledge the Council's support on stationery and promotional material.

Applying for a Grant

13. Applicants may normally only submit one application in any twelve month period.
14. Applications are normally sought in May/June each year with a closing date for applications of 30th June.
15. Exceptionally, applications may be considered in at other times. Applicants will need to demonstrate that:
 - i. there is an urgent need for funds;
 - ii. there is no other funding source available; and
 - iii. the Grant is necessary to ensure the continued operation of the applicant group/organisation.
16. All applications shall be in writing to the Clerk to the Council using the application form produced each year by the Council.
17. Applicants will be required to provide, inter alia, information about:
 - i. the aims and purposes of the applicant;
 - ii. the financial affairs of the applicant;
 - iii. other funding sources available to the applicant;
 - iv. the amount of the Grant requested;
 - v. the purpose to which any Grant made by the Council will be put;
 - vi. how any Grant made by the Council will benefit residents of Chailey Parish; and
 - vii. the compliance by the applicant with the terms and requirements of this policy document.
18. Applications should be accompanied by supporting documentation, to include a copy of the applicant's latest financial statements and a copy of its constitution.

The decision process.

19. The Clerk to the Council shall arrange for applications which have been properly made in accordance with this policy document, and which appear to fit all the criteria such that a Grant could be made, to be considered at a meeting of the Council.
20. Where a member of the Council is a member or is associated with an applicant, that Member shall declare an interest and shall not participate in any discussions or decision making in respect of the application.
21. The Council shall, when assessing an application, take particular account of the number of residents in Chailey that would be likely to benefit if the application were to be successful.
22. The Council shall determine the amount of any Grant to be made. The amount of Grant sought in an application shall be used by the Council as a guide only and shall not be determinative of the amount of Grant to be made.
23. The Council reserves the right to decline an application in whole or in part without giving reasons for its decision.
24. The Council's decision is final and there is no right of appeal.