

Cholsey Parish Council

GRANTS POLICY

1. Introduction

Cholsey Parish Council ('the Council') has a limited budget for the award of grants, which is funded by the residents of the parish. The Council can only award grants using certain legal powers and must be confident that any grant awarded will directly benefit those who live or work in Cholsey.

The Grants budget will be set annually as part of the general budget setting process.

Subject to funding being available, grants will be considered as and when they are received by the Parish Council Clerk and must meet the Council's grant criteria set out below.

This policy sets out the general principles and approach that the Council will follow in respect of grants in the parish.

2. Legal powers

A Parish Council can incur expenditure in the execution of any works that are in accordance with its statutory powers.

There is also a power under the Local Government Act 1972 s137 ('Section 137) to incur expenditure on anything that directly benefits all or some parish residents, if the amount spent is commensurate with the benefit to the community. Spending under Section 137 is subject to a maximum limit set by the government annually. Cholsey Parish Council is not currently eligible for the 'General Power of Competence' and therefore may choose to use the powers granted by Section 137, provided no other power is available which authorises expenditure on the activity concerned.

3. Grant philosophy

The Council is aware that it does not have the financial resource to fund every request and must often make difficult decisions as to which projects and organisations to prioritise to provide grant funding.

When considering grant funding decisions, the Council will refer to its Strategic Plan and the project's fit with its strategic goals.

It will consider whether the amount spent is commensurate with the direct benefit to parish residents, and its equality and diversity policy.

4. Grant application process

All grant requests must be submitted to the Parish Council Clerk by email to clerk@cholseyparishcouncil.gov.uk or in hard copy delivered to the Parish Office, Pavilion, Station Road, Cholsey. The application form can be found in the Appendix to this Policy, or on the website.

Groups who need assistance in completing the form should contact the Clerk in the first instance.

The request must clearly indicate the purpose of the grant, details of the organisation or group, other sources of funding for the group or project that have either been or applied for, the amount requested from the Council, and how that grant will specifically benefit those who live or work in the Cholsey.

If the Clerk determines the request meets the grant criteria, they will then present the qualifying grant request for consideration at a full Parish Council meeting.

5. Grant assessment

Grants may be awarded to voluntary groups and societies, clubs, not-for-profit organisations, service or charities operating in the Cholsey area where the benefit will be specifically for this area. This list is not exclusive and may be amended at the Council's discretion to the specific needs of the Grant being considered.

The Council will determine the request by considering:

- Whether the group/project has followed our grants process and meets the requirements.
- How well the grant will meet the needs of the community, providing positive, impactful benefit to those who live and work in the parish.
- Evidence of a well-managed group including previous experience and track record.
- Evidence of financial stability and viability of the group/project.
- How effectively the group will use the grant.
- Whether costs are appropriate and realistic.
- What level of contributions has been, or will be, raised and supported locally
- Evidence that funding has been sought from other sources and the level of match funding available
- Evidence of compliance with previous grant award conditions.

The Council will take into account any previous grant made to an organisation or group when considering a new application. Organisations should make a presumption that funding will not normally continue on a year on year basis.

6. Applications which will not be considered

Cholsey Parish Council will not consider funding applications relating to or from the following:

- Only one request for a grant will be considered from any group or organisation in any 12 month period.
- Organisations that do not provide a service to the community in Cholsey.
- Individuals or appeals supporting an individual.
- General appeals.
- Statutory organisations or the direct replacement of statutory funding.
- Political groups or activities promoting political beliefs.
- Religious groups where funding is to be used to promote religious beliefs.
- Arts and sports projects with no community or charitable element.
- Medical research, equipment, or treatment.
- Animal welfare.
- Projects that may take place before an application can be decided by full Council.
- Organisations that have a closed or restricted membership.
- Retrospective applications where the expenditure has been made, the project has been carried out or the event has taken place.
- Any commercial venture or for private gain.

Grants will not be awarded to individuals or to regional or national charities unless it is for a specific project in the parish or where there will be obvious, specific benefit to the Council's area. Groups from outside the parish who can demonstrate direct benefit to the area may request a grant, though priority will be given to local groups and organisations.

7. Decisions

All grants and their amounts are awarded at the Council's discretion. Cholsey Parish Council's decision is final and there is no right of appeal. All applicants will be notified of the Council's decision.

8. Payments

Grant payment will be made by bank transfer, to a bank account in the name of the organisation only. In no circumstances will a payment be made to an individual. The Council reserves the right to request a copy of a recent bank statement as proof of the bank account details.

9. Monitoring and reporting requirements

As a condition of receiving a grant from Cholsey Parish Council you may be required to provide a short report or presentation evaluating the project for which you have received funding.

Evidence of expenditure must be supplied if requested.

10. General grant conditions

- 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 they must seek approval by writing to the Council who will consider whether or not to approve the change.
- We will not support grants for the repayment of loans or cost of services, equipment, or provisions in anticipation of a grant.
- Grants must be spent within one year of award. Any unspent monies left after this time must be returned.
- Organisations are responsible for ensuring that they comply with all applicable legal and statutory requirements (including those relating to health and safety and equalities).
- Should for any reason the organisation disband or the project not be completed the Council may ask for all or part of the monies to be paid back.
- Acknowledgement of the financial support received from the Council is required on documentation and any promotional material, including websites.
- In order to receive payment organisations/groups must have a bank account into which grants can be paid; payments will not be made to private individuals.
- Only one application per year will be accepted from any organisation.

Additional grant conditions may also be attached to any funding from Cholsey 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 required to be repaid or affect future grant assistance.

11. Review

This document was approved for use at the meeting of the Parish Council on 17th July 2024, it shall be reviewed periodically, at least once per council term or if legislation dictates.

Signed:

Dated:

L. Nixon, Chair, Cholsey Parish Council

Cholsey Parish Council

Grant Application Form 2024-25

For an application to be considered, it must be accompanied by: the latest set of annual accounts showing the organisation's income, expenditure and level of balances and a copy of your organisation's written constitution or your aims and purpose. When completing your application please refer to Cholsey Parish Council's Grants Policy. Please use a separate sheet of paper if necessary. If you have any questions about your application please contact the Parish Office.

Name of organisation making the application:			
Short description of the organisation:			
Is the organisation a registered charity?			
Amount of grant requested:			
A short description of what the grant is for including timelines: Please outline how your project aligns with the grants policy.			
Who will benefit from the grant? How many beneficiaries are residents of Cholsey?			
Confirm number of:	Members/ volunteers:		Paid employees:

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Name, address, contact number and email address of person completing the application:(This will be used for future correspondence)			
Name, address, contact number and email address of your Treasurer: (if different from above) (This will be used for remittance of any agreed grant)			
Have you received a grant from us within the last 3 years?			
If the total cost of the project is more than the grant, how else are you funding the project?			
Have you applied to other funding bodies for this project? Please give details of who you have applied to and the progress of your applications:			
If the Parish Council is unable to grant funding will this project still go ahead?			
Signature:			
Date:			
Should your application be successful and to enable prompt payment please confirm your bank details:	Bank or Building Society Name		
	Sort Code:		Account No:
	Account Name:		

Checklist: Please enclose the following documents with your completed application form:

- Annual set of accounts – showing income and expenditure
- Copy of your written constitution or organisational aims and purpose
- Any other material about your organisation to support your application

Please return your full application to clerk@cholseyparishcouncil.gov.uk or in hard copy to the Parish Office, Pavilion, Station Road, Cholsey