

# SALTFORD PARISH COUNCIL



## GRANT APPLICATION GUIDE & POLICY – OCTOBER 2022

The aim of this guide and policy is to encourage and support applications for activities that will be of benefit to Saltford. It explains the process by which grant applications are considered and made. It also contains conditions to observe if you submit and/or if you are successful in your application.

Saltford Parish Council (SPC) allocates money each year to be awarded in grants, at its discretion, to organisations or groups which can demonstrate a clear need for financial support to benefit Saltford by: Enhancing the quality of life; Providing a service; Improving recreation and/or sports; Improving the environment; Promoting Saltford in a positive way; Enhancing Saltford's community facilities, amenities, and infrastructure.

Organisations or groups can apply for a grant to fund projects, activities or events that will be of benefit to the residents of the Parish or members of the local community. Grants are only awarded for a particular defined purpose.

### **About grant funding**

Saltford Parish Council has limited funds with which to award funding. SPC's Budget line *Miscellaneous Grants* is sourced primarily from the Parish Precept. If applicable, SPC may choose to use grant funding from [Community Infrastructure Levy receipts](#).

All applications will be considered on their merits, so you must advise the Council on your application the purpose of the grant. Please note that personal applications by individuals for support cannot be considered no matter what use and how good a cause that use may be.

When submitting a grant application form please include a copy of your organisation's most recent annual accounts and a copy of your written constitution or details of your organisations aims and purposes. You may also include a cover letter or organisation brochure if you feel this would be beneficial.

### **Criteria**

Saltford Parish Council funds grants for project set up or capital equipment costs.

Funding cannot be awarded retrospectively i.e. after money has been allocated or order placed, or after a project has commenced.

Saltford Parish Council will consider the following when considering a grant application:

- Whether the Parish Council has the power to make the grant
- Whether the grant is in the interests of Saltford or any part of it, and to all or some of its inhabitants
- Whether the grant will meet the needs of the community, providing positive and direct benefit to residents of Saltford
- Whether the organisation or group could reasonably have been expected to obtain sufficient funding from another, perhaps more appropriate source

- Whether the organisation or group making a grant request is a non-profit making voluntary organisation where membership is open (i.e. no discrimination on the grounds of sex, race, religion etc).
- Whether the applicant has demonstrated some degree of part-funding in either money or time.
- SPC will assess applications with particular reference to the number of residents likely to benefit, or whether any particular category of parishioner would receive specific benefit e.g. children, the elderly, persons with any form of disability etc.

SPC may consider applications for grants in situations where there is no other way of obtaining the relevant funds; the funds will enable the relevant group or organisation to access or 'unlock' funds or assistance from third parties, and; where monies have been donated or raised but these are insufficient and funds are needed to bridge the resulting gap.

Running, maintenance or other ongoing costs will only be funded in exceptional circumstances (see Notes, below) i.e. if it would have a significantly detrimental or demonstrable long-term negative effect for residents if funding were not received.

Please also see Conditions (below) for further information about criteria, including what SPC will not fund.

### **The application process**

All applications are to be made using the [SPC Grant Application Form](#), which must be submitted to the Parish Clerk by email at [clerk@saltfordparishcouncil.gov.uk](mailto:clerk@saltfordparishcouncil.gov.uk) or by post to Saltford Parish Office, [Saltford Library](#), 478a Bath Road, Saltford, Bristol BS31 3DJ.

Applications can be submitted for consideration at any time of year. Applications which meet the terms of the Saltford Parish Council Grant Application Policy will be forwarded to Councillors. Where possible, grant applications will be discussed by the Council at the next scheduled Council meeting if received no less than 10 days before a meeting, and otherwise, within 12 weeks of receipt. Please take this timeframe into account when submitting grant application forms.

Applicants will be expected to attend the Saltford Parish Council meeting at which their application is discussed and answer any questions the Councillors may have.

Final decisions on awarding grants can only be made at Saltford Parish Council meetings. The figure stated by the applicant will be used as a guide only, and the final amount of the grant award will be at the discretion of the Council.

Applicants will be advised of the outcome of their application at the meeting. If not present, applicants will be informed of the outcome within 10 days of the meeting taking place.

If successful, grant payments are made within approximately 10 days of the application being approved. Grants are made as single payments by BACS. Payments of grants must be acknowledged by the recipients on receipt.

### **Conditions**

Recognition of the grant from Saltford Parish Council must be made in any publicity.

A short written report about how the grant has benefitted the group or organisation must be sent to Saltford Parish Council within 12 months of the grant being made, including photos if appropriate.

Any monies unspent or not used for the stated purpose shall be returned to the Council, except where the Council's prior written consent has been given for the funds to be used for another purpose.

Saltford Parish Council reserves the right to request repayment of any grant where an applicant does not comply with these conditions.

Please contact the Parish Clerk if you require any further information. The application form is available on the Saltford Parish Council website under '[Finance - Grants](#)'.

Breach of these conditions may affect the consideration of future grant applications by your organisation.

Please find more detail on conditions below.

## **Notes**

The Council's interpretation of 'running, maintenance or ongoing costs' and 'exceptional circumstances' is final.

The Council's decision on any application is final and there is no right of appeal.

The Council reserves its right to decline any application without giving reasons for its decision.

The Council will not commit to any continuing funding or expenditure.

Where a Councillor is a member of a group or organisation applying for funding, that Councillor must declare in accordance with its Code of Conduct an interest in the matter and refrain from voting. Councillors must state their interests at meetings under agenda item 'Declarations of Interest'.

Please refer to the Grant Application Policy, Process and Conditions document for further details (below).

## **GRANT APPLICATION POLICY, PROCESS AND CONDITIONS**

### **1. Introduction to Policy**

1.1 A grant is a payment made by the Council to be used by an organisation or group for a specific purpose that will benefit Saltford, or residents of Saltford, or members of the local community, and which is not directly or jointly controlled or administered by the Council.

1.2 The Council awards grants, at its discretion, to organisations or groups which can demonstrate a clear need for financial support to benefit Saltford by: Enhancing the quality of life; Providing a service; Improving recreation and/or sports; Improving the environment; Promoting Saltford in a positive way.

1.3 Saltford Parish Council has adopted the General Power of Competence (GPC) which gives it the power to do anything an individual can do unless statutorily prohibited (Localism Act 2011, ss.1-8). Should the Council not meet eligibility criteria at the time of considering awarding funding, the council will refer to criteria stated under Section 137 of the Local Government Act 1972 which empowers local councils to make such grants

where no specific grant making power exists in other legislation and where, in the councils opinion, the grant will benefit any part of its area or all or some of its inhabitants or members of the local community.

## **2. Grant Application Process**

2.1 The Parish Clerk will receive all applications in the first instance and will then collate all the necessary information from the applicant ready for presentation and discussion at the appropriate Council meeting.

2.2 Applicants must complete an application form, available from the Parish Council Office or from the Parish Council website. All questions on the application form should be fully answered and additional appropriate information, which supports an application, should be provided.

2.3 In addition to the application form, organisations will be required to provide the following supporting information: a copy of their written constitution or details of their aims and purpose, full details of the project or activity which the grant is for, explain how the grant will be of benefit to residents and/or the local community within the Parish, the proportion or number of beneficiaries living in the electoral area, demonstration of a clear need for the funding, a copy of the previous year's accounts or, for new initiatives, a detailed budget and business plan.

2.4 Saltford Parish Councillors will be notified of all applications received and will review all valid grant applications and make a recommendation to the Council. The Council will make the final decision on which grants to award at full Council meetings. All applicants will be informed following the Council's decision.

2.5 Funds available are limited. Guidance can be given to applicants by the Clerk where required, although this is for guidance purposes only and is not an indication of support or of the actual funds available.

2.6 The named person on the application form representing the organisation should attend the Council meeting that the application grant is being discussed at to verbally provide Councillors with any further information that may be required prior to a decision being made.

## **3. Conditions of Funding**

3.1 Organisations applying for grants must be either be a not-profit or charitable organisation or operate in this spirit in the interests of the local community.

3.2 Grants will not be made to projects that discriminate on any grounds.

3.3 Grants will not be made to individuals.

3.4 Grants will not be made retrospectively i.e. after the event, commencement of a project or purchase unless in exceptional circumstances.

3.5 An organisation should have a bank account in its own name. Payment will be made to the named organisation.

3.6 The administration of and accounting for any grant shall be the responsibility of the recipient organisation.

3.7 All grants awarded must be properly accounted for, acknowledged on receipt, and evidence of expenditure should be supplied to the Council where requested. Where a grant is awarded an update report or project completion report must be provided to the council via the Parish Clerk within twelve months of the date of the grant. Applicants should be aware that this becomes a document which members of the public have the right to

inspect under provisions of s.228 of the Local Government Act 1972. The council may extend the reporting conditions to grant recipients as part of the awarding process.

3.8 A public acknowledgement of any grant awarded should be made by the recipient, and details of the Council giving the grant should be mentioned in any publicity where possible.

3.9 More than one application for a grant may be considered from each applicant in any one financial year (1<sup>st</sup> April to 31<sup>st</sup> March), but exact or very similar grant applications cannot be repeated in any one financial year.

3.10 Any ongoing commitments to award a grant in future years will not be made. A fresh application will be required each year. Grants awarded in previous years cannot be assumed to be repeated in subsequent years and applications should not be made on this basis.

3.11 Councillors will assess each application on its own merits.

3.12 The Council may make the award of any grant subject to such additional conditions and requirements as it considers appropriate.

3.13 The Council reserves the right to refuse any grant application which it considers to be inappropriate or against the objectives of the Council.

3.14 Any grant must only be used for the purpose for which it was awarded unless the written approval of the Council has been obtained for a change in use of the grant monies. Any unspent portion of the grant should be returned to the Council by the end of the financial year in which it was awarded except where, by agreement of the Council, the monies may be carried over to the following financial year.

3.15 The Council may make the award of any grant as it considers appropriate in the event of any unforeseen urgent event if approved at a Council meeting.

3.16 Grants cannot be made to fund political activities.