

MICKLEFIELD PARISH COUNCIL

GRANTS AND DONATIONS POLICY AND GUIDELINES

GENERAL PRINCIPLES

Micklefield Parish Council is funded by its precept, which is raised from local taxes and determined by the Parish Council's budget, and by the Local Council Tax Support grant, determined by Leeds City Council from Government funding. The Parish Council does not budget for grants or donations, but does budget for community spending in certain areas and has statutory powers available to it that can be used to support some community activities by way of a grant or donation. By giving grants and donations, the Parish Council aims to enhance the community and improve the lives of the people within it via the work of third party groups.

WHO IS ELIGIBLE?

Groups that are based in the Parish, or who work in the Parish and can prove a benefit to the community and residents, can apply for a grant or donation. The Parish Council defines a group as an organised gathering of people that meets routinely for a specific purpose or aim; the group does not have to have a constitution or bank account but both would be desirable. The group does not have to be comprised completely of volunteers, but should be a not-for-profit organisation. Groups must not discriminate in their membership or activities on the grounds of gender, race, nationality, dis/ability, sexual orientation, age or religious or political affiliation (except in special circumstances to address a specific need e.g. a youth club). Donations to national organisations or charities will only be considered if the request is from a local branch and evidence of a direct and specific benefit to the Parish is provided.

WHO IS NOT ELIGIBLE?

The Parish Council will also not fund groups that hold an unrestricted reserve that is more than 100 percent of the annual operating costs, profit making organisations and individuals. Organisations that are the responsibility of another body or agency are not eligible, although joint funding with these organisations could be considered.

WHAT CAN BE FUNDED?

The Parish Council can fund specific projects and activities in the areas of sport and recreation, entertainment and the arts and some improvements to the physical environment of the Parish. This list is not inclusive and provision of funding of other areas of need can be considered.

WHAT CANNOT BE FUNDED?

The Parish Council will not give grants and donations towards the general funding or day-to-day operation of a group, for the relief of costs or expenses arising from or in relation to credit or debt or for projects with political or religious aims. Grants or donations will not be given retrospectively for monies already spent on a grant project/activity/resource.

HOW TO APPLY

Applications for grant funding must be made in writing using the Parish Council's application form. There are no deadlines and groups can apply throughout the year. The form should

be filled in as fully as possible and all additional information requested should be submitted with the application form.

WHAT INFORMATION IS NEEDED?

Groups will need to supply the following information:

- The name of the group and of the main contact
- How the group is constituted (e.g. formal constitution or informal rules of operation such as how often the group meets, how many members etc.)
- The aims of the group
- Details of other group activities/projects (past and present) and their benefit to the community
- How much money is required
- What the money is required for
- Details of existing funds, including bank statements where they exist
- Details of funding received from other organisations for the same purpose
- A copy of the most recently audited year end accounts where they exist
- Quotations or estimates for goods/services or project/activity costs to be covered by the grant
- Details of any previous grant funding i.e. what for, how much, who from

WHAT HAPPENS NEXT

The Parish Council will acknowledge receipt of the application form and advise the applicant if any further information is required and when the request will be considered, which will usually be at the next available meeting of the full Council. Assessment of the application is made on flexible criteria that reflect the large and dissimilar range of purposes towards which grants are required. However, the general assessment criteria will include:

- Receipt of a completed application form
- The group's financial need
- The need/demand for the project/activity/resource
- Who will benefit
- Other sources of funding

The Parish Council will contact the applicant as soon as possible after a decision has been made. Successful applicants will receive a letter of confirmation, which will state the amount to be granted, what it must be used for and the conditions of the grant. The applicant will be required to sign and return a letter of acceptance, which will contain the same information as the letter of confirmation, after which a cheque/bank transfer for the approved amount may be made.

WHAT ARE THE CONDITIONS OF THE GRANT?

- Grants can only be used for the purposes stated in the application form and acceptance letter. The Parish Council reserves the right to reclaim any monies spent for other purposes.
- Proof of the use of the grant must be evidenced by receipts and in some circumstances by any other evidence considered appropriate by the Parish Council which will be stated in the confirmation letter, e.g. photographs of an event funded by the grant,.
- Grants given to groups with no constitution and/or bank account will be paid directly to the supplier/contractor. Grants to groups with a bank account will be made by cheque/bank transfer to the group's account. Under no circumstances will cheques/bank transfers be made payable to an individual.

- The grant must be used within 6 months of receipt.
- The grant must not be re-distributed to other groups.
- Any promotion of the group resulting from the use of the grant e.g. the purchase of items or an event being held should acknowledge the role of the Parish Council's financial support
- The group is responsible for complying with any legal and statutory requirements and the Parish Council may require evidence of compliance e.g. a copy of public liability insurance certificate
- In the event that the group ceases to operate before the grant is spent or whilst it is in the process of being spent, the Parish Council may ask for the return of all or part of the grant.
- The group must contact the Parish Council before disposing of any resources purchased with the grant e.g. equipment.

Date of Approval:

Date of Review:

Joanne Hebden, Clerk and RFO
Micklefield Parish Council