

Ufford Parish Council

Policy for Donations and Grants

1. Definition

- This policy sets out the guidelines by which Ufford Parish Council (UPC) will award donations and grants, in order to benefit the residents of the parish. For the purposes of this policy,:
 - **Donations** are given without the need for the beneficiary to specify how it is used;
 - **Grants** are given towards the cost of a specific project and may be required to be spent within a specific time period
- Donations and grants awarded will be considered against the Parish Council's requirement to be:
 - Open
 - Fair
 - Transparent
 - Supporting the local community
- Awards are open to established voluntary and community groups, as well as new or informal groups of parishioners who are or intend to become fully constituted, by the date of application.

2. Parish Council Powers to Grant Funds

- The Parish Council has a number of statutory powers laid down by law and which enable it to spend money.
- The award of donations and grants made by Ufford Parish Council will usually fall under Section 137 of the Local Government Act 1972, which permits expenditure up to a certain amount on anything which, in the opinion of the Council, is in the interests of the parish, or any part of it, or is in the interest of all or some of its inhabitants.
- The total amount available is drawn from the precept and is limited to an amount based on the number of electors in the parish on the 1 January of the financial year in question. The figure for 2016/17 is £7.42 per elector, or a total of £1,491.42.
- The Parish Council is not obliged to spend the money allocated under Section 137. It is not separate or 'gifted' money but drawn from the Precept and reflected in residents' council tax bills. Unspent funds may be carried forward to a following year provided this is shown separately in the Council's accounts.
- Occasionally funds may be gifted to the Parish Council by a third party, either for an express purpose or for the benefit of the community. In these cases, the Parish Council will use its discretion, using this policy for guidance.

3. Who can apply?

Under Section 137, only organisations may apply and must:

- Be established for charitable, benevolent, social, cultural, recreational or philanthropic purposes.
- Have a constitution or set of rules that define its aims, objectives and procedures.
- Be able to provide a copy of its accounts and/or recent bank statement.
- Have a bank account operated by a minimum of two joint signatories, at least one of which must not be a parish councillor.
- The organisation does not have to exist yet but must have the above requirements in place by the time the funding is required.

4. What can be funded?

Any new activity or project that:

- Makes the local community a better place to live, work or visit.
- Benefits people who live in the parish.
- Has evidence that local people support it and are involved in running it.

5. What is not eligible?

- Support for individuals, informal groups of individuals or private business projects.
- Support for day-to-day running costs.
- Projects or activities that are the responsibility of a statutory authority (including the Parish Council – please see end note).
- Projects that improve or benefit privately owned land or property.
- Projects that have been or will have been completed by the time the funds are awarded.

6. Conditions of Support

All awards are at the discretion of UPC and must be agreed by resolution at a council meeting. Any or all of the following conditions may be required to be met:

- a) The application to be made using the official UPC form, available from the Clerk.
 - b) UPC to be provided with details of other sources of funding for the activity or project.
 - c) Funding only to be used for the purpose agreed and to be returned to the Council at the end of the timescale if unspent.
 - d) Funding to be spent within an agreed timescale and not to be added to reserves or contribute to day-to-day running costs.
 - e) Any shortfall in funding to be met by the applicant. A separate application must be made for any additional funding to be considered.
 - f) The support of Ufford Parish Council to be acknowledged in all publicity, annual reports and other communications connected with the activity or project.
 - g) The funding to be shown separately in your organisation's financial records and annual accounts.
 - h) A representative of your organisation to attend the Annual Parish Meeting to report on how the funds were spent and on the success or progress of the activity or project.
 - i) Accounts to be provided showing how and where the funds were spent.
- See Section 1 above; most conditions will apply to grants only.

End Note:

Parish Councils are permitted (but not obliged) to exercise a range of discretionary statutory powers for the benefit of their community and separate from the mandatory statutory duties that a District, City or County Council has to perform.

If there is demand for an activity or project that falls within its discretionary powers, the Parish Council will usually expect to lead the activity or project rather than awarding funds to a separate organisation. This may be managed by the Clerk, one or more councillors, or via a working party set up by the Council, with expenditure administered by the Council. The donations and grants policy is intended for additional activities or projects that fall outside statutory powers and duties.

For guidance or to make an application, please contact the Parish Clerk at:

uffordparishclerk@live.co.uk, or via the post box at:
Ufford Village Hall, Main Street, Ufford, Stamford PE9 4BH