



## **KIPPAX PARISH COUNCIL GRANTS POLICY**

**Approved: 18<sup>th</sup> May 2023**

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**Review date: May 2024**

***M Eyre***

**Signed by Chairman, Councillor Martin Eyre**

This policy outlines the procedure that Kippax Parish Council adheres to when awarding grants and the requirements of the applicants.

### **Overview**

Kippax Parish Council provides grants to community groups and organisations within the Parish boundary with the intention of helping local people implement their ideas and for making a difference in the community. Groups and organisations outside the parish who can demonstrate direct benefits to the residents of Kippax will also be eligible to apply.

The council allocates a budget for grant applications at the beginning of each financial year. There is no lower or upper limit on the amount for which applicants can apply. The council may resolve to fund all, or part of, an application and will consider council budgets and other projects when making a decision.

Applicants will be encouraged but not expected to contribute some of their own funds or seek additional funding for their projects.

The grant scheme will support both capital and revenue projects. The council will not award retrospective grants for projects already completed.

The council is always required to obtain value for money and would expect that applicants have taken the same approach when obtaining relevant quotes for their project.

If an individual or group does not meet all the criteria set out in this policy for a grant application but has a great idea or project that would benefit the local community, they are encouraged to contact the council to find out alternative ways in which the council could support the project.

In extreme circumstances the council reserves the right to review and amend the grant criteria and terms for specific applications that relate to relief efforts. This includes natural disasters and public health crises that effect the Parish.

## **Application Process**

The council will publish the Grants Policy and Application form on the council website. If applicants require additional assistance when completing an application form, they should contact the council who will provide assistance where possible.

Applicants will need to apply using the Grant Application Form. The council may return an application form if it is completed incorrectly.

Groups **may** be expected to supply the following accompanying documentation:

- A copy of the most recent audited accounts, including an up to date balance sheet
- A copy of the constitution or rules of the group
- Provide proof that the group has a bank account with two signatories
- Provide a 12-month forward plan (activities and finance) where required and where larger grants are requested a business plan will be required

Full council will consider whether this additional information is required when considering the application.

All Grant Applications will be discussed at the earliest meeting of Finance and Corporate Governance Committee who will ascertain whether the application meets the requirements set out in this Grants Policy, determine the powers (if any) the council has to support the grant and the impact on the council budgets. (Please note, applications must be received at least seven days prior to the Finance and Corporate Governance meeting, otherwise it will not be considered until the following month's meeting).

The Finance and Corporate Governance Committee's notes on the legitimacy of the application, powers of the council and budget impact will be submitted as a briefing note to full council along with the application form. The Finance and Corporate Governance Committee is not responsible for making recommendations to council on the merits of the application.

All qualifying applications will be considered by full council and with regard to financial stability of the groups and judged on their own merits; particular attention will be given to groups clearly demonstrating the need for the project. The council will abide by its Equality Policy when considering all applications.

In exceptional circumstances, where the applicant indicates that a decision is needed more quickly, the application may be submitted directly to full council for consideration, who will also consider the legitimacy, powers and budget impact as well as the merits of the application.

All applicants will be informed of whether their application was successful or unsuccessful and provided feedback where possible.

## **Successful Applications**

Successful applicants will receive a letter outlining the conditions of the grant. Applicants will be required to return a signed copy of the letter within 28 days otherwise a new application will need to

be submitted. Funds will be deposited into the applicant's bank account within seven days of the signed letter being returned, or on the start date of the project if later. If the applicant has applied for funds covering a period in excess of one year, only funds covering the first 12 months will initially be deposited into their bank.

Where the conditions of the grant are not met, the council will take legal action.

**Conditions of the grant are:**

1. Records and receipts of spending must be sent to the council within six weeks of the projects completion. Funds must not be used for any other purpose than that agreed by the council
2. Projects should publicly mention the support provided by the parish council where possible
3. Applicants must provide a report and photographs where possible which demonstrates the success of the project and the positive impact on the community within six weeks of the projects completion
4. Applicants agree to publicity organised by the council including Kippax Matters Magazine, social media, council website and local press
5. The applicant has twelve months to spend the grant from the date the funds have cleared in the account. After the period of twelve months has passed, applicants will be required to return any unspent funds to Kippax Parish Council.
6. If the applicant has applied for a grant covering a period in excess of one year, the subsequent years funds will not be deposited into their bank account until records and receipts for the current years spending have been provided and any unspent funds have been returned to Kippax Parish Council

**Restrictions**

- A group/organisation can only be awarded one grant per financial year but may bid for a number of elements of a project in the application.
- A group/organisation must hold a bank account in the organisations name with at least two signatories.
- An application can be made for funding covering a period up to a maximum of five years and for multi-year applications, the annual amount is limited to £7,500
- Applicants who received a grant in the previous financial year, must have fully spend the grant and provided the records and receipts to council before a new grant will be considered.
- If an application is unsuccessful, the group/organisation can apply up to a maximum of three times per financial year. The council will not accept repeat identical applications.
- Where a group/organisation is made up of several groups or units e.g. a club with different age groups, activity types or units (e.g. Girl Guiding, Brownies, Scouts) and each group is run independently of the overarching organisation, separate bank accounts, each independently run group may submit an application. Otherwise, the group/organisation may only submit one

application per financial year for the whole organisation and so applicants are encouraged to work together to submit one application

- The council is restricted by its powers to incur expenditure, which means it may not have the power to support all projects. The council is not able to support the following projects:
  - Projects that relate to affairs of the church with the exception of contributions towards the expenses of an open churchyard or maintenance of a closed churchyard
  - Applications from political parties, or projects which benefit political parties
- The council only supports not-for-profit projects. The council will consider applications from commercial organisations if the project being delivered is not-for-profit and meets the criteria set out in this policy.