



## KINGSTON BAGPUIZE WITH SOUTHMOOR PARISH COUNCIL GRANT AND DONATION AWARDING POLICY AND PROCEDURE

**Created:** July 2020  
**Adopted by Council:** 3 August 2020  
**Reviewed:** 5 September 2022  
**Date of next review:** September 2024

### INTRODUCTION

Kingston Bagpuize with Southmoor Parish Council (KBSPC) regularly receives requests for grants and donations from a variety of organisations and the aim of the policy is to encourage and support activities and projects which will benefit the residents of this parish. Any grants made available for such purposes are funded directly from the parish precept (a proportion of residents' council tax). At the parish council's annual budgeting meeting an amount will be set from which grants will be awarded during the following financial year. Once the grants budget is exhausted no more applications can be considered except under exceptional circumstances.

**A grant** is any payment or gift made by KBSPC to an organisation for a specific purpose that will benefit the parish, or residents of the parish, and which is not directly controlled or administered by KBSPC.

**A donation** is awarded for general purposes under the same guidelines.

Parish councils have legal spending powers which can be applied when making grants. Where no other power exists KBSPC can apply Local Government Act 1972, Section 137 which stipulates that grants/donations must be "in the interests of or will directly benefit the area or its inhabitants, or of part of it, or some of it" and "the direct benefit should be commensurate with expenditure". Similar considerations will apply when considering applications for other grants. Payments under Section 137 are subject to an allowance of £8.32 per elector in 2020-21.

### POLICY

KBSPC awards grants, at its absolute discretion, to organisations which can demonstrate a clear need for financial support to achieve an objective which will benefit the parish by:

- Providing a service
- Enhancing quality of life
- Improving the environment and promoting the parish in a positive way.

Grants cannot be made to:

- Private individuals\*
- Commercial organisations
- Purposes for which there is a statutory duty upon other local or central government departments to fund or provide

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\* Exceptions to this may be where the individual is carrying out a service which benefits the population such as a Community First Responder who provides life-saving support and may be required to fund-raise for equipment and/or training



- Local groups where fund-raising is sent to a central HQ for redistribution.
- Political parties
- Religious organisations: unless for a purpose which does not discriminate on grounds of belief.

This list is not exclusive and may be added to at the council's discretion. Applications should also note the following:

- Only one application for a grant will be considered from any organisation in any one financial year.
- There will be no ongoing commitments to award grants in future years.
- A fresh application will be required each year.
- Grants will not be made retrospectively.
- KBSPC will not fund events or activities which can be funded by the relevant participants or which can or will be self-supporting by means of donations or grants from other organisations, etc.

The organisation making a grant request should be a non-profit making voluntary organisation where membership is open (ie, no discrimination of membership on grounds of sex, race, religion, etc).

## **APPLICATION PROCEDURE**

Organisations requesting financial assistance are required to submit an application form which can be downloaded from KBSPC website or requested from the clerk.

Organisations will normally be expected to have clear written aims and objectives, a written constitution, and a separate bank account controlled by more than one signatory. All grants awarded will be subject to regular 'report back' to KBSPC as to progress and/or community benefit.

The application will be considered at the next appropriate meeting of the council.

## **ASSESSMENT PROCEDURE**

KBSPC will consider the application on its own merits and with particular reference to the number of parishioners likely to benefit, or whether any particular category of parishioners would receive specific benefit (eg, children, the elderly, persons with any form of disability, etc). KBSPC reserves the right to refuse any grant application which it considers to be inappropriate or against the objectives of the council. Nothing in this policy shall prevent KBSPC at any time within its powers from providing a grant for donation to a group, organisation or project without application where the council considers that the giving of such a grant or donation will bring benefits to residents of the parish.

## **SUCCESSFUL APPLICATIONS**

A grant award must only be used for the purpose stated on the application. If the organisation is unable to use the money, or any part of it, for the purpose stated, then all monies, or unexpended part of such monies must be returned to KBSPC. KBSPC may request proof of expenditure. Organisations receiving grants are required to advise their users/members that the grant or



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equipment has been received from KBSPC. Where appropriate, KBSPC may require a notice to be affixed. Where equipment is presented as a gift to an organisation, KBSPC requires that it be insured and maintained at the expense of the organisation.