

# MARKFIELD PARISH COUNCIL

## Grant Awarding Policy and Procedure

### SECTION 137 SPENDING LIMIT FOR 2021/22

From 1<sup>st</sup> April 2021

The Ministry of Housing, Communities and Local Government has advised that the appropriate sum for the purpose of section 137(4)(a) of the Local Government Act 1972 for parish and town councils in England for 2021/22 is £8.41.

#### Introduction to the Parish Council's Policy

The Parish Council has the powers to award grants to organisations that will benefit the parish and its residents and to organisations not directly controlled by or administered by the Parish Council, either within the parish or outside parish boundaries

#### Markfield Parish Council's Grand Award Policy

The Parish Council 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: -

1. Providing a service
2. Enhancing the quality of life
3. Improving the environment.

The law requires that grants are to be "in the interests of or directly benefit the area or it's inhabitants, or part of it, or some of it" and "the direct benefit should be commensurate with the expenditure."<sup>1</sup>

The Parish Council "may also award grants to specific voluntary organisations either inside or outside its area, such as recreational facilities as it thinks fit and, without prejudice."<sup>2</sup>

Confirmation (on the application form) that the applicant agrees with the Parish Council's Equal Opportunity Policy<sup>3</sup> if they don't already have their own.

#### The Parish Council will NOT award grants to: -

Private individuals

Commercial organisations

Purposes for which there is a statutory duty upon other local or central government departments to fund or provide

"Upward funders". i.e. 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.

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<sup>1</sup> Local Government Act 1972 s. 1

<sup>2</sup> Local Government (Miscellaneous Provisions) Act 1976 s. 19

<sup>3</sup> LO 8 CiLCA

This list is not exhaustive and may be added to at the Parish Council's discretion.

Only one application for a grant will be considered from any organisation in any one financial year.

Ongoing commitments to award grants in future years will not be made. A fresh application will be required each year. This will be at the discretion of the council.

Grants will not be made retrospectively.

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**Markfield Parish Council – Grant Award Policy**

1. Grant funding applications must be made using the Parish Council's application form (see below)
2. One application per organisation per financial year will be considered, unless additional funding is required to complete the project is required. This will only be considered if there is an exceptional or urgent matter and must be made in writing. Ongoing funding on a year on year basis will not be considered without a new application being completed.
3. 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. A copy of the last year end accounts should be provided.
4. The number, or percentage, of members that belong to the organisation and the project benefits and can be easily accessed by residents that live within or outside the Markfield Parish Area. Details of any restrictions placed on who can use/access their services must be given.
5. All grants awarded will be subject to regular reports to Markfield Parish Council as to the progress of the project.
6. The amount of any individual grant should not exceed £2 000 in any one financial year. The Parish Council may resolve to exceed this in exceptional circumstances.
7. Applications will be assessed on its own merits. However, to ensure as fair a distribution as possible, the Parish Council will consider the amount and frequency of any previous awards. Consideration will also be given of the extent to which funding has been sought or secured from other sources or fund-raising activities.
8. Written proof of expenditure will be required, either during the project or upon completion – to be agreed during the application process.

9. Organisations receiving grants from the Parish Council must agree to advertise the success of the project both by Social Media and hard copies placed on Parish Noticeboards<sup>4</sup>
10. If equipment is gifted to an organisation, proof that the equipment is properly insured and maintained will be required by the Parish Council.
11. 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 the Parish Council.
12. The Parish Council may make the award of any grant subject to such additional conditions and requirements as it considers appropriate. The Parish Council reserves the right to refuse any grant application which it considers to be inappropriate, or against the objectives of the Council.

### **Application Procedure**

The Parish council will consider emergency requests for assistance only from organisations which it has close links with at the next Parish Council Meeting.

Generally, grant applications will be considered at the Annual General Meeting held in May (unless there is a contested election during May – this will then be considered in June)

Grant requests under £1 000.00 the Parish Council will require 2 x written quotations

Grant requests over £1000.00 the Parish Council will require 3 x written quotations

### **Grant Application Form**

Please complete this form and attach the relevant information and send to: The Clerk to Markfield Parish Council, Parish Office, Markfield Community and Sports Centre, Mayflower Close, Markfield, Leics, LE67 9WA

or e-mail to: [admin@markfieldpc.org.uk](mailto:admin@markfieldpc.org.uk)

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<sup>4</sup> In accordance with module LO28 CiLCA

## Markfield Parish Council

### Grant Funding Application Form.

Name of organisation:	
Contact details:  Telephone No E-mail	
Position within organisation:	
Is your organisation a registered charity? If yes, what is the charity number?	
Please provide details of the project for which funds are required: Continue on a separate sheet if necessary	
Total cost of project:	
Grant requested from Markfield Parish Council:	
Have any funds been requested/agreed from other sources?	
When will the funds be required?	
Signed..... Date.....	