
Dated

13th January 2024

Grants Awarding Policy

This Policy was revised by the Council in January 2024. This version of the Grants Awarding Policy supersedes any previous versions

The Local Government Act 1972 section 137 makes provision for Parish Councils to provide financial support, up to a fixed amount, for the benefit of residents of the Parish. The total annual amount available to a Parish for this purpose is prescribed by Government and is a 'resident rate' times the number of residents on the Parish Electoral roll. The resident rate is linked to the Retail Price Index. In 2024-2025 it is £10.81 per elector.

Objective:

It is Styal Parish Council's objective to ensure that any grants or donations it awards is for the greater benefit of Styal residents and the community of Styal.

The Policy:

1. S137 Limit

The Clerk will keep the Council informed of the current annual S137 limit.

2. Definitions

Grant A financial award made by the Council to an organisation for a specific project or purpose which will benefit community of Styal

Donation A one-off financial award made by the Council which falls outside the definition for grants in this policy

3. Grant Application Requirements

Organisations requesting financial assistance are required to submit by 31st October for each financial year in which they require assistance.

3.1. Applications for grants will not be considered unless the Styal Parish Council Grant Application form has been completed.

3.2. Applications for grants can only be considered from organisations whose work benefits Styal Parish and its residents.

3.3. Applications from individuals cannot be considered, nor can applications where the grant would benefit an individual.

3.4. Applications for retrospective grants, where a project has already been completed, cannot be considered.

3.5. Applications for grants cannot be considered unless they are accompanied by supporting documentation, such as a quotation, detailing costs of the capital expenditure for which the funding is being sought.

3.6. All grants will be conditional upon submission of a financial statement (which must be audited accounts where available) in support of the application. If your application is less than £200 a copy of your current bank statement will be adequate.

3.7. ~~The Council will only consider one grant application per organisation per financial year unless there are extenuating circumstances.~~

4. Grant Allocation

4.1. Total Grant Fund

The maximum sum available for all grants will be determined by the annual set budget.

4.2. Grant Upper Limit

The Council will not consider a single grant application which exceeds 50% of the total cost of the project as specified in the quotation, or similar supporting documentation, which must have been submitted with the application form.

4.3. Maximum Amount per Application

The Council will not consider a single grant application which exceeds £1,500 unless there are extenuating circumstances and all other approved grant applications can be satisfied.

4.4. Minimum Amount per Application

The minimum amount that can be applied for is £25.

4.5. Grant Fund Shortfall

Where the total value of all grant applications exceeds the available funds and the Council considers the applications of equal merit, the Council may offer a reduced grant to applicants.

4.6. Grant Payments

Under normal circumstances cheques for the total amount of approved grants will be issued at the next Parish Council meeting. If however, the Council is dependent upon receipt of the second half of the precept to satisfy the amount requested, it may be necessary to pay a grant in two instalments. Applicants will be informed of staged payments at the time of grant approval.

5. Ongoing Grants

Repeat applications for grants may be considered and each application will be assessed on its own merits. However, to ensure as fair a distribution as possible of available funds, the Council will consider the amount and frequency of any previous awards. Due account may also be taken of the extent to which funding has been sought or secured from other sources or fund-raising activities.

6. Exceptional Grants

The Council may, under special circumstances, award a grant upon unanimous agreement from all Councillors. Such a grant will not require an application form and has to be for a one-off special occasion such as an anniversary of significant interest to the majority of residents. A Council awarded grant cannot exceed £1,000 in any one

financial year.

7. Grant Spend

7.1. Proof of Spend

A recipient of a grant must provide evidence of how the grant was spent in the form of a written report, supported by financial evidence where available. The report must be received by the Clerk within 12 months of receipt of the grant.

The report will become a document available to public inspection under the provisions of Section 228 of the Local Government Act 1972 (as amended).

Failure to comply with this requirement may affect consideration of future grant applications

7.2. Acknowledgement of Grant

Recipients of grants are asked to acknowledge Styal Parish Council's support on promotional material, press releases and/or stationery where appropriate.

8. Donations Application Requirements

8.1. Applications for donations will not be considered unless the Styal Parish Council Donation Application form has been completed or it is a Council initiated donation.

8.2. Applications for donations will only be considered from organisations whose work benefits Styal Parish and its residents.

8.3. Applications for donations from individuals will not, normally, be considered

8.4. Donations which would benefit an individual resident of Styal may, under exceptional circumstances, be considered such as where a charity has been formed to raise funds for specialist equipment or treatment. The charity must apply for the donation and must satisfy the Council that it has already sought and received funding from other sources.

8.5. The total donation fund is £750 per year. A single organisation cannot apply for a donation exceeding £350 unless there are extenuating circumstances in which case

8.6. Payment for an approved donation application will be authorised as soon as is possible

8.7. Proof of spend is required in the form of invoices, or receipts, to illustrate that the donation was used for the approved purpose

9. Grants Policy Distribution and Maintenance

9.1. The Clerk will retain the master copy of the policy.

9.2. Copies of this policy will be distributed to all Styal Parish Councillors.

9.3. A copy of this policy will be made available to all grant or donation applicants.

9.4. The policy will be reviewed during the first year of each term of the Parish Council

