

Laceby Village Council

GRANT AWARDING POLICY

Introduction

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

Section 137 of the Local Government Act 1972 allows the Village Council to spend a limited amount on activities for which it has no specific power, but which the authority considers 'will bring direct benefit to the area, or any part of it or all or some of its inhabitants'. The Local Government and Housing Act 1989 added the requirement that the benefit obtained should be commensurate with the expenditure incurred.

Who can apply?

Local community groups, voluntary organisations, sports / recreational clubs, all of which must be of a non-commercial nature.

Any grant applications must be seen to be of benefit to residents of Laceby.

How can grants be used and how are they decided?

Grants cannot be used for revenue support.

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

- providing a service;
- enhancing the quality of life;
- improving the environment;

The Village Council will hear the application and make a final decision. Each application will be assessed on its own merits. However, to ensure as fair a distribution as possible of available funds, the Village Council will take into account the amount and frequency of any previous awards.

The Village Council will assess applications on the following basis:

- how well the grant meets the needs of the community;
- how effectively the group will use the grant;
- whether the costs are appropriate and realistic;
- the level of contributions raised locally;
- how the group is managed;
- how the grant positively benefits the residents of the Village.

The Village Council may make the award of any grant subject to additional requirements and conditions it sees fit.

The Village Council reserves the right to refuse any grant application which it deems to be inappropriate or against the objectives or best interest of the Village.

Due account may also be taken of the extent to which funding has been sought or secured from other sources or fundraising activities.

At the Village Councils annual budget setting meeting, an amount will be set from which grants will be awarded during the following financial year.

The availability of funds is dependent on the Council's overall financial position and the choices it makes when allocating its resources. It is not just the role of the Village Council to award grants. Where possible it actively encourages organisations to seek grants from other agencies to finance projects.

Nothing contained herein shall prevent the Village Council from exercising its existing duty or power in response of providing financial assistance or grants to local or national organisations under the provisions of the Local Government Act 1972, Section 137.

How should an application be made?

All applications are to be made on the form that can be obtained from the Village Council Clerk, or by going on the Village Council Website. Normally only one grant will be given in a Council fiscal year.

Ongoing commitments to award grants in future years will not be made. A fresh application will be required each year.

What is required with the application?

- Full and complete copies of your signed, certified and audited accounts for the last 2 years (where your organisation has been in existence for that period, or the period it has been in operation).
- Recent bank statements for last 3 months. These should also be signed by a member of your organisation, indicating their position held.
- A detailed budget plan and supporting evidence.
- A copy of your organisations Constitution, Terms of Reference, or Rules.
- The number, or percentage, of members that belong to the organisation and that live within Laceby Village.
- Details of any restrictions placed on who can use / access the organisations services.
- Should you have received a previous grant from the Council, it is wise to check that you have included a full 'report back' of your previous award. Your current grant application might be affected if you fail to do so.
- Evidence of other awards towards the project, e.g. lottery funding, other bodies.
- For grant requests for projects, the Village Council will require that the organisation has robust tendering regulations, e.g. obtaining a minimum of three tenders. The Village Council reserves the right to request proof of the tender process.

Laceby Village Council expects applicants to get the best value for money for any equipment, so applications will need to give a detailed justification if they haven't used the cheapest quotes. Quotes may be checked against market rates.

The following reasons will not be accepted as sufficient justification for why the application has not used the cheapest quote:

- location of supplier;
- the fact they have purchased with them before; or
- any offers the supplier makes about future service or maintenance.

Application forms can be found on the Laceby Village Council website, and must be submitted to the Clerk along with all items required at least 6 weeks in advance of the financial support being needed.

All grants will be subject to a 6 month 'report back' to Laceby Village Council as to the progress and the community benefit the funding has had. Failure to return a 'report back' may result in the Council asking for all or part of the monies to be paid back.

What will not normally be funded

The Parish Council will not award grants to:

- Private individuals;
- Commercial organisations;
- Political parties or activities;
- General operational and maintenance costs;
- Events that have already occurred, equipment already purchased, works already started or completed.
- Repayment of loans or costs of services, equipment or provisions in anticipation of a grant;
- Organisations which have closed or restricted membership;
- Purposes for which there is a statutory duty upon other local or central government departments to fund or provide.;
- National Charities or where funds can be accessed from national, umbrella or parent organisations;
- Religious organisations, unless a clear benefit to the wider community can be demonstrated irrespective of religious belief.

This list is not exhaustive and may be added to at the discretion of the Council.

The Parish Council will consider grant applications to individuals as long as there is a clear benefit to the residents of Laceby.

Applicants must be able to demonstrate a clear need for financial support, and the Village Council will not normally provide grants to 'plug' perceived gaps in the provision of community service.

Grants will not be made retrospectively, and funds awarded must be used within 60 days.

VAT

Laceby Village Council grant awards will not cover reclaimable VAT. If an organisation is unable to cover the cost of the VAT, then there is the option for LVC to pay the relevant bill and then reclaim the VAT.

Grant Conditions and Successful Applications

A grant award must be used for the purposes stated during the application process. If the organisation is unable to use any or part of the grant, then all monies, or unexpended part of such monies must be returned to the Village Council.

Organisations are responsible for ensure that they are in compliance with all legal and statutory requirements, and must not discriminate on grounds of race, gender, disability, age and political or religious persuasion.

Should any organisation disband during the period of the grant, the Council may ask for all or part of the monies to be paid back.

Prior approval of the Council is required if any change of purpose of the grant is required.

The Village Council may request proof of expenditure. Failure to provide proof on request may lead to the Council recovering monies.

For any purchases the Village Council reserves the right to buy and supply the goods rather than providing a cash payment.

Where a grant is used to buy equipment, the Village Council requires that it be insured and maintained at the expense of the user.

Organisations receiving grants are required to advise their users/members that the grant has been received from Laceby Village Council.

Acknowledgement of the financial support received from the Council is required on documentation, any promotional literature, online communications, websites, posters etc.

Should any of these conditions not be met, it could result in the award being withdrawn, the grant having to be repaid and future grant applications being refused.