

FAIRLIGHT PARISH COUNCIL

DISCRETIONARY GRANT AWARDING POLICY

1. Introduction

Definition

A grant is a small donation made by Fairlight Parish Council for a specific purpose. It is applied for and is generally for the benefit of the Fairlight community.

The Council can only award grants using certain legal powers; specific powers allow the Council to provide funding for specific activities or projects which they feel will be of benefit to the Fairlight Parish Council area. Where no other power is available, the Council may decide to use its power under Section 137 of the Local Government Act 1972, to award a grant where it feels that to do so will benefit some or all of its residents or some or all of the area.

Objective

The Parish Council is committed, through its own Five-Year Plan and this grant policy, to make Fairlight a vibrant and attractive place to live. The Parish Council is keen to contribute to the development of projects, activities and services that will benefit the community.

The Parish Council is aware of its responsibility for the use of public money and for the distribution of these funds to be managed in accordance with law and proper standards.

2. Rules

- a) Financial grants are decided by Fairlight Parish Council Grants Panel once a year in March and awarded in a single payment.
- b) The Parish Council would welcome a representative at the relevant meeting to answer any questions which may arise whilst the grant is being considered
- c) The Council operates a fully documented and transparent policy for awarding grants to ensure fairness and equality throughout its process.
- d) The Council reserves the right to reclaim any grant not being used for the purpose specified on the application form.
- e) All applications will be considered together on their individual merit. The final assessment of applications and level of any grants offered lies with the Grants Panel and may not necessarily be the applicant's requested amount. The budget is agreed and set by the Finance and Administration Committee. The final budget is then agreed by full Parish Council in January.

- f) Grants will be judged against clear and consistent criteria. If an application is successful the applicant will be required to adhere to a number of conditions set out in the policy.
- g) Applications submitted without the necessary supporting documentation will not be considered.
- h) The completed application and supporting documentation must be received on or before the closing date as advertised.
- i) Only one application can be submitted from an organisation each year.
- j) From time to time Fairlight Parish Council may decide to invite grant applications for projects that are guided by the specific objectives of the Council's Committees.
- k) The following are not eligible to apply for grants:
 - Individuals, businesses and commercial organisation.
 - Projects that are statutory responsibility of other authorities;
 - Applicants who have an outstanding loan with or are financially indebted to the Council;
 - Grants will not usually be awarded for projects or activities already delivered.

3. Eligibility Criteria

To be eligible to apply for a grant from Fairlight Parish Council, the applicant must meet the following criteria:

- a) The applicant must be a voluntary/community group providing a project or activity for the benefit of the residents of Fairlight, East Sussex.
- b) Applications must be made in the name of the organisation to which financial assistance is to be granted and all details on the application form must be completed.
- c) A written statement of how the grant will used.
- d) Applications must have annual accounts and recent bank statements for the organisation covering the last twelve months, requiring at least two signatures for cheque transactions or cash withdrawals. Indicate expenditure, income, assets and liabilities, together with funding obtained from other partner bodies if appropriate (section included on the application form).
- e) For a start-up organisation:
 - either a projected budget is to be submitted along with supporting documentation in such forms as a business plan or risk management plan in lieu of annual accounts;

- income and expenditure plan for its first year of operation.
- f) A set of written rules, constitution or other governing documents, that must be current and properly authorised.
- g) Grants requested for maintenance or improvement purposes must be supported by a minimum of two estimates or plans of the works.
- h) Details of how the organisation will assess the effectiveness of the activity or project.
- i) A copy of Public Liability Insurance to a value of at least five million pounds.
- j) Details of how the organisation will assess and monitor the effectiveness of the activity or project.
- k) A policy to ensure the safeguarding of children or vulnerable adults (where appropriate).
- l) An Equality and/or Equal Opportunities policy (this policy may be contained within their constitution or other governing document).

4. Grants Panel Decision Criteria

- a) Applicants have met the documentation requirements.
- b) Applicants have specified how the grant will be used.
- c) Who will benefit from the grant within the community?
- d) The applicant is a Voluntary or Community group.
- e) Assess benefits to the requesting organisation.
- f) Value for money.
- g) The grant promotes Fairlight.
- h) The grant contributes to something that has not already been funded in the past by
- i) Fairlight Parish Council.
- j) Whether the organisation or group could reasonably have been expected to obtain sufficient funding from another, perhaps more appropriate source.
- k) How the organisation or group is managed, as indicated by their constitution.

5. The Process of a Grant Application

- a) The Clerk will advertise on the noticeboards, the Council's website, Fairlight Community website and the Fairlight Resident's Association email system.
- b) The forms will be available to download from the Council's website or by post on request.
- c) Forms and documents should be submitted electronically to the Clerk by email to fairlightparishcouncil@gmail.com but can be submitted by post.
- d) The Clerk will assess the application for compliance in accordance with this policy.
- e) Where an application is incomplete, does not meet eligibility criteria or has not provided the correct supporting documents, the Clerk will contact the named contact on the application to inform them of this. It is the applicant's responsibility to then return a completed form along with all necessary supporting documentation before the closing date.
- f) Applications are reviewed by the Grants Panel and their recommendation is sent to the Finance and Administration Committee.
- g) The Finance and Administration Committee will consider the recommendation and allocate the budget for the Annual Grants using the recommendation of the Grants Panel
- h) After an agreement has been reached, a letter will be sent to all applicants advising them of the decision made and arrangements for payments of the agreed grants.

6. Awarding Grants

- a) Grants will be paid in a single payment to the name of the organisation specified on the application form.
- b) Recipients will be invited to attend the Parish Assembly the following year to give details how the grant award has been used for the benefit of residents of Fairlight.

7. Monitoring and Evaluation

- a) All grant recipients are required to provide the Parish Council with a brief report, including photographs where appropriate, of how the grant has been utilised, how it has assisted the organisation or group and what it has achieved. This must be submitted within two months of the purchase of the capital equipment or completion of the project.
- b) If for any reason the organisation disbands during the period of the grant process, the Council has the right to withdraw the grant.
- c) In the event that the grant money is not spent, either for the purpose it was given or within the relevant financial year; the grant or any remaining monies must be returned back to the Council and cannot be added wholly or partly to its reserves.

- d) If for any reason the organisation disbands during the period of the grant, the Council may ask for all or part of the monies to be paid back.

8. Transparency and Publicity

- a) The Council will publicise the availability of grants widely throughout the community.
- b) The Council will report annually on the total spends on grants and list the groups in receipt of a grant and the use made of the grant.
- c) In awarding grants the Council recognise and support the valuable contribution made by the voluntary sector to the well-being of the community.
- d) Organisations receiving grants from the Parish Council must acknowledge the Council in any relevant publicity or publication.

Reviewed: November 2020 Adopted:

November 2020

Reviewed; 23 November 2021