Leigh on Mendip Parish Council
Grants and Donations Policy

Adopted on: - 16th May 2022

Introduction
Through its Grants and Donations policy the Council aims to support causes which it considers beneficial to the Parish, to promote local activity, support clubs and organisations. The Council aims to ensure the award making activity is open, transparent and fair. Any grants and donations made available for such purposes are funded directly from the Parish Precept. A grant is for a specific purpose, a donation can be used as seen fit by the recipient.

Section 137 of the Local Government Act 1972 places restrictions on Parish Councils when it comes to making grants to other organisations or bodies. The maximum amount which a council may spend under Section 137 in any one year (i.e. from 1 April to the following 31 March) is restricted by the number of people on the parish electoral roll. The figure for 2020/2021 is £8.32 per person.

Eligibility
Local groups, clubs and associations operating within the Parish, or directly benefitting people within the Parish, are eligible to apply.

The following are not eligible

- Support for individuals or private business projects
- Projects which are the prime statutory responsibility of other government bodies
- Projects which improve or benefit privately owned land or property
- Projects which have already been completed or will have been completed by the time the grant /donation is made.
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Conditions
Whilst there is no upper limit the Council as a public authority will award grants according to its budget. The Parish Council reserves the right to reclaim any grant not being used for the purpose specified on the application form. The Parish Clerk will, therefore, be allowed to verify that the monies have been spent accordingly. Proper evidence of estimated expenditure must be supplied to the Parish Council prior to the payment of any grant. If the Parish Council is not satisfied with the arrangements, it reserves the right to request a refund of monies awarded. Grants cannot be awarded after the relevant project or event has been completed. An acknowledgement on receipt of the grant payment is required.

Application Process
Applications should be made by completing the Grant/Donation Awarding Application Form.

Applicants may be required to attend a parish council meeting prior to submission of their application in order to outline their request.

A written constitution that has been formally adopted by the members of that organisation (or a similar document of agreement between individuals where their association is less formal) may be requested.

The organisation must be able to demonstrate that it is properly managed and able to run its affairs responsibly.

Applicants must set out any other funding they have been awarded or have applied for. Where the Parish Council is being asked to be the sole trader, the applicant must explain the reason for this.

Applicants are usually informed within two weeks of the meeting.

Grant recipients may be required to attend the next Annual Parish Meeting which is held in the month of May after the grant has been awarded to make a presentation.

Leigh on Mendip Parish Council
Parish Clerk
Uphill Cottage
Church Street
Croscombe
Somerset
BA5 3QS
Tel: 01749 343910
Email: clerklom@gmail.com

Application for Grant/Donation Award from the Parish Council

This application is to be sent to the above address for the attention of the Parish Clerk. Please complete after reading the Grant/Donation Policy.

1	Name of Organisation	
2	Name and Address Email Address.	
3	Telephone number of Contact	
4	Are you a registered Charity?	
5	If Yes Charity Number please.	
6	Amount of Grant Sought.	
7	What is the purpose/object?	
8	Total cost of purpose/object.	
9	How will the residue if any be funded?	
10	Have you applied for other grants with regard to this purpose/project and if so what organisation (s) and how much?	

11	If the application is successful, payment will be made online via bacs, please provide details of your bank account	Name of Account Sort Code Account Number
12	Name and Signature of Applicant	