

MARTIN PARISH COUNCIL

GRANT AWARDS POLICY

1. This policy should be read in conjunction with the Grant Awards Policy Footnotes.
2. Under Section 137 of the Local Government Act 1972, Martin Parish Council is able to incur expenditure which is “in the interests of and will directly benefit its area or any part of it and some or all of its inhabitants”.
3. Section 137 is used when there is no other specific power available and confers powers to make grants to voluntary bodies, fund raising events, organisations providing not for profit public services, and to contribute to charities and disaster appeals. The benefit accruing must be commensurate with the expenditure incurred, which is a decision for the council. Examples of s.137 expenditure include village histories, plaques, prizes, flood relief, and landscaping.
4. Section 137 expenditure is limited to a specified amount each year, which is then multiplied by the number of electors in the parish. The set amount is updated and advised by DCLG annually.
5. For each financial year the Parish Council, mindful of their responsibility in the spending and management of public money, may allocate a specific amount of money to be made available as grants to local organisations. Grants will be awarded to benefit the community of Martin by supporting organisations and projects which help to improve the recreation, social and community cohesion and inclusion for vulnerable and minority groups.
6. Grant awards are considered at the next parish council meeting that sits after submission of a grant application.
7. The Parish Council aims to support, but is not limited to projects that aid – Safety, Arts and Culture, Recreation, services for the elderly, young adults or children, sports, community pride and services that support people with disabilities.

ELIGIBILITY

8. Grants are only considered for the following groups:

- Not-for-Profit enterprises
- Voluntary and charitable organisations
- Assets of Community Value

The body must also prove that the grant that is being considered must demonstrate at least one of the following:

- Provide a non-profit service to the benefit of the parishioners of Martin.
- Be of benefit to the environment through sustainability.
- Benefit a minority or disadvantaged group.
- Some, or all of the community of Martin.

9. Grants cannot be awarded to the following groups:

- Costs of routine maintenance and repair of equipment (unless in exceptional circumstances)
- Salary or routine administration costs
- Individuals (except where an organisation provides help for needy individuals belonging to or using the organisation)
- Commercial enterprises which aim to generate a profit.
- Projects with any party political links or political motivations.
- Projects which discriminate on the grounds of age, gender, sexual orientation, race or religion.
- Services which should be provided by statutory funding.
- Buildings that have inadequate insurance provisions.
- Retrospective costs.

10. If you are unsure if you qualify to apply for grant funding, then you should contact the Parish Clerk who can provide further guidance and the appropriate application forms.

11. Only one grant per organisation can be considered and awarded in any one financial year.

CRITERIA

12. Where the grant value exceeds a total of £250.00, the Parish Council will require a report with supporting evidence on how the grant money has been used, within 12 months of the grant being awarded.

13. The organisation must have its own separate bank account and a minimum of two authorised signatories.

14. Grants cannot be awarded retrospectively and must be for an on-going or continuing project.

APPLICATION PROCESS

15. To apply for Grant Funding from Martin Parish Council, the applicant should complete the attached application form and send by post or via email to:

Becca Stobie - Clerk / Responsible Financial Officer Martin Parish Council

20 Downview Road, Martin, Fordingbridge, SP6 3LP

clerk@martin-pc.newforest.gov.uk

16. The applicant should complete the form in full and provide any supporting evidence and documentation as requested.
17. The Responsible Financial Officer will note receipt of your application as soon as it is received, and set a provisional date that the grant funding request will be considered.
18. The applicant will be notified within 7 working days of the set consideration date whether or not the application has been successful, and will provide a list of conditions to the award, if required.
19. Where a grant in excess of £250.00 is being requested, the Parish Council will require the following documents:
 - The full, completed Grant Application Form.
 - A copy of the last full years accounts of the applicant.
 - A copy of the organisations Opportunities Policy, or details of own policies in place.

POLICY FOOTNOTES

- 1) This policy is conducted within the legal framework set out by Section 137 of the Local Government Act 1972.
- 2) Martin Parish Council's ability to make grants is capped by an expenditure limit calculated by the S.137 legislation and budgetary expenditure.
- 3) Martin Parish Council allows within its annual budget a fixed amount for the approval of grants to external bodies, and cannot exceed this budgeted sum of money in any one financial year.
- 4) The financial year of Martin Parish Council ends on March 31st.
- 5) All grants received after this date which are approved will be made from the new budgeted expenditure for such grants.
- 6) Grants are awarded based on the merit of each individual case, but takes into account the date of which the grant application was submitted.
- 7) In no case can one grant application be fast-tracked past others for the organisations benefit.
- 8) When making a conditional offer of a grant, Martin Parish Council must receive the supporting documents requested in section 15 of this policy within 28 days of the written approval of the grant.
- 9) Grant applications are considered at each Parish Council meeting, which sits every 6 weeks on a Tuesday.
- 10) Where no such supporting evidence is provided, Martin Parish Council reserves the right to withdraw the grant offer.
- 11) Martin Parish Council reserves the right to withdraw grant funding made to an organisation where under Section 8 of this policy, the organisation fails to demonstrate within 12 months (or other reasonable time frame as considered by the Parish Council) how the grant has been spent to the benefit of groups outlined in section 4.
- 12) When requesting a grant, the organisation may wish to provide written letters of support from anybody who will benefit from the grant to support their application, but has no obligation to do so.
- 13) Grants cannot be awarded to organisations outside of the Martin Parish without a clear demonstration of the benefits to Martin in awarding any sum.
- 14) Help, guidance and advice for completing and submitting a grant application to the Parish Council can be sought from the Parish Clerk. All applications should be sent directly to the Clerk at:

☒ - Clerk, Martin Parish Council

20 Downview Road, Martin, Fordingbridge, SP6 3LP

clerk@martin-pc.newforest.gov.uk

This policy was last updated on 27/09/2018 and will be reviewed again on 26/07/2020.

Hard copies of this policy alongside grant application forms are available free upon request to the Parish Clerk.

Martin Parish Council

SMALL GRANT APPLICATION FORM

The information on this form will help the Parish Council process your application. There are help notes available for each question, but please contact us if there is anything you do not understand.

Q1. Contact details

Name of organisation

Address

Postcode

Contact person

Name

Position

Daytime phone number

Evening phone number

Email address

Q2. About your organisation

What type of organisation are you?

- Unregistered community group/club/society
 Registered charity
 Other (please state)

Do you have a Constitution or a set of rules? Yes No

* If yes, please supply a copy with your application

Q3. About your organisation

When did your organisation start? (Please give date)

What does your group or organisation do?

Q4. Where do you work? (Note: we only fund grants to organisations who work in the Martin Parish)

Village/s within the parish

Q5. Does your work happen outside of the Parish?

Is any of your organisations' work carried out outside of the Parish?

Q6. How would you describe the people you mainly work with?

- Children under 16
- Young people under 25
- Older people over 60
- Disabled people
- People of minority ethnic origin
- Other (please state)

Q7. How many people take part in your organisation's activities each year?

How many people take part in your organisation's activities each year?

Q8. How many people are involved in running your group?

Management Committee members

Full-time staff

Part-time staff

Volunteers (not including Management Committee)

Q9. What is your organisation's income?

Financial Year (please state)

Income £

Expenditure £

Reserves £

Q10. Describe the project or activity you want the grant for

Q11. Why is the activity needed?

Q12. How will you know if the project is a success?

Q13. How much will the project cost in total?

£

Q14. Where will the money come from? (Please indicate if money already secured)

Martin Parish Council	£
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	£
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	£
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	£
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	£
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Q15. Have you received funding from Martin Parish Council before?

If yes please give details:

Q16. What are you asking us to fund with the grant?

Item	Total cost	Requested from Martin Parish Council
	£	£
	£	£
	£	£
	£	£
	£	£
Grand total	£	£

Declaration

1. I am authorised to make the application on behalf of the above organisation
2. I certify that the information contained in this application is correct
3. If the information in the application changes in any way I will inform the Parish Council
4. I give permission for Martin Parish Council to record the details of my organisation electronically and to contact my organisation by phone, mail or email with information about its activities and about funding opportunities
5. If the application is successful I give permission for Martin Parish Council to publicise the project in local media and on their website.

Signed	Date
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Checklist

Please enclose the following with your application. We will only process your application when we have received them.

Latest annual accounts <input type="checkbox"/>
Constitution or set of rules (if not applicable please state so) <input type="checkbox"/>
Copy of bank statements for past 3 months <input type="checkbox"/>
Copies of written estimates or catalogue pages if you want a grant for equipment/capital ite <input type="checkbox"/>

Send completed application forms to:

**Martin Parish Council
20 Downview Road
Martin
Fordingbridge
SP6 3LP**

Tel: 07534 601842 / Email: clerk@martin-pc.newforest.gov.uk

Please keep a copy of this application for your own records.

Please refer to the guidance notes before completing the application form.

For internal admin use only

Date application received:

Application meets criteria: Yes No

Meeting/minute record number:

Applicant notified of outcome of application (date):

Filling in the Grant Application Form

Q1. Contact details

This should be the name and address of the organisation who want the grant and who will be responsible for how it is used.

Q2. What type of organisation are you?

You do not have to be a registered charity to get a grant, but we can only give grants for activities and projects to bone fide organisations and not to individuals.

Tick an option on the form. If your organisation is not stated, choose 'other' and state the type on the form.

If you are not sure about answering the question please contact us.

Q3. When did your organisation start?

Enter the year your organisation started (or exact date if known).

Q4. What does our group or organisation do?

This should be a brief summary of the work of your whole organisation rather than the project you want a grant for. Please try to avoid jargon or abbreviations.

For example a lunch club might say – we are a lunch club that provides lunches for up to 20 people three times per week.

Q5. Where do you work?

Grants are available to organisations within the Martin Parish area only. Please state the villages in the parish which you work in.

Q6. How would you describe the people you mainly work with?

Tick the box which mainly applies to your organisation. You should try to describe the majority of people who do use your organisation not who could use it.

Q7. How many people take part in your organisations activities each year?

Please state how many people attend your group each year, for example 20 people each week or 160 members.

This refers to the number of people who are involved in your activities but does not include volunteers or workers. You might call them service users, beneficiaries or clients.

Q8. How many people are involved in running your group?

Please state how many management committee members, full time and part time staff and volunteers your group has. If any questions don't apply put a '0' in the box.

Q9. What is your organisation's income?

The figures should be taken from your most recent annual accounts. The reserves should not include any money you have been given for a specific purpose (restricted funds), for example other grants. If you are not sure about your reserve figure please contact your Treasurer or accountant.

You must send a copy of your latest accounts with the application. These should not be more than 18 months old. If you are a new organisation you can send a copy of your most recent bank statement.

Q10. Describe the project or activity you want the grant for?

Tell us exactly how you plan to spend the grant.

For example if you are a lunch club and want to buy new equipment you might say: "We want a grant to buy cutlery and plates. We also want new tables and chairs".

Q11. Why is the activity or project needed?

Tell us how you know the project is needed and why you think it is the right thing to do.

For example if you are a youth club you might say – We asked the young people at the club what activities they would like to do over the summer holidays. 35 out of 42 members said they would like to learn how to use the internet. We would also like to raise awareness of personal security over the internet to coincide with this project.

Q12. How will you know if the project is a success?

If you get a grant you will have to send us a brief report on how it was spent and what difference it has made to your group or community. You will need to think how you will collect this information. Some of the things you might do include keeping attendance sheets, taking photographs, surveys or independent evaluation.

Q13. How much will the project cost in total?

This should be the whole cost and not just the amount you are asking for from the parish council.

Q14. Where will the money come from?

Please state how much you are asking for from parish council and also tell us which other funders you have applied to for a grant and if your group is putting any money towards the project.

Source and amount – this should be the name of the organisation approached and the amount of money requested from the parish council.

If the amount has already been secured mark 's' at the side.

Q15. Have you received funding from Martin Parish Council Before?

If you have applied for a grant from the parish council before please state so in this box. If the application was successful please include the amount of money granted to your organisation from the parish council also.

Q16. Total cost of activities

Each item you are asking for should be itemized with the total cost and the amount requested from the parish council and then the grand total inserted at the bottom of the table.

Declaration

Please sign and date the application form.

Checklist

Please enclose the following information with your application form:

- A copy of your latest annual accounts (if your organisation is less than 18 months old please provide your latest bank statement).
- A copy of your Constitution or set of rules (if not applicable please state so on the application form)
- Copies of written estimates or catalogue pages if you want a grant for equipment/capital items

Please keep a copy of the application form for your own records.

Send completed application forms to:

Martin Parish Council
c/o Logan Bank
Lower Densome Wood
Woodgreen
SP6 2BE

or via email to clerk@martin-pc.newforest.gov.uk