

Tiptree Parish Council  
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**SCHEME OF GRANTING FINANCIAL ASSISTANCE**  
**“GRANTS POLICY”**

**Tiptree Parish Council supports the  
Voluntary Community Sector**

**1. Scheme Statement**

A grant is any payment made by the Council to be used by an organisation for the furtherance of the well being of the local community, either generally, or for a specific purpose or to support the charitable aims of the local community and which is not directly controlled or administered by the Council.

As Parish Councils are a tier of Statutory Local Government, they can only do what the law provides. Working outside this framework is called 'ultra vires'.

The Parish Council may therefore not be able to give you a grant unless it can find a power to do so or can use S137 of the Local Government Act 1972.

The Parish Council is prevented by statute from giving financial assistance to individuals, charities operating overseas or to a fund established to help persons outside the UK.

Each year the Council precepts funds for local groups to enhance the area, facilities or provide opportunities for local people and support the charitable aims of the local community.

**2. General**

2.1 The contribution made by the many organisations to the well-being of the local community is recognised by the Council as important to our society. The purpose of any grant given by the Council is to support initiatives in the local community and to help create opportunities for the residents of Tiptree that are not, as a matter of course, funded by the Council.

Approved by Council 11<sup>th</sup> November 2019 (minute 325/19).  
Reviewed & amended 14/12/21 @ Full Council (Minute 132/21)

2.2 These notes have been prepared to explain the main details of the Council's Scheme of Granting Financial Assistance. Please read them carefully before you complete the application form.

2.3 Although the Council will give as much help as possible, the administration of and accounting for any grant shall be the responsibility of the recipient.

2.4 There is a limited budget each year and guidance will be given to applicants as to how much money is available in a specific financial year. It is important that all questions on the application form are fully answered and that any appropriate additional information, which supports any application, is provided. It is expected that applicants will seek advice from the Clerk of the Council on these matters.

2.5 The maximum grant that can be applied for is £1000.00.

2.6 The scheme provides start-up grants for new organisations, as well as grants to existing organisations.

2.7 Any organisation can only make one application for a grant in any one financial year. Each grant will be decided on its own individual merits.

2.8 The Parish Council must be satisfied that the applicant is a properly constituted bona fide organisation working for the benefit of the local community in the parish of Tiptree and may make enquiries to establish this.

2.9 The Scheme will be advertised from the beginning of February in any year and the deadline for receipt of applications is 31<sup>st</sup> March in any year. Grants to successful applicants will be awarded in June of the financial year in which they are to be paid. The Financial Year is from 1<sup>st</sup> April to 31<sup>st</sup> March.

2.10 Up to 90% of the grant budget will be allocated to applications received by the deadline. At least 10% of the budget will be retained for emergency applications. Organisations that apply for financial assistance after the deadline will be required to indicate why they could not meet the deadline.

2.11 Any grant approved by the Council must be paid within six months of the award (or by the end of the financial year, whichever is the sooner), on production of receipted invoices for goods and/or services. If the grant is not claimed within six months, the grant will lapse.

### **3. Conditions of Funding**

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Reviewed & amended 14/12/21 @ Full Council (Minute 132/21)

3.1 Applications will be considered for day-to-day running expenses and individual capital projects.

3.2 Applications will not be considered from:

- Organisations intending to support or oppose any particular political party or to discriminate on the grounds of sex, race, ethnic origin, nationality, disability, sexual orientation, religion or belief, age or colour
- Private organisations operated as a business to make a profit or surplus
- "Upward funders", i.e. local groups whose fund raising is sent to their central HQ for redistribution. *Council have made an exception to this item for the Royal British legion Poppy Appeal. Any others that wish to be considered an exception, will need to receive a 60% majority vote of approval when directly requested of Full Council as a Grant applicant.*
- Organisations with significant financial reserves unless the excess reserves can be clearly identified as designated or restricted funding for specific projects
- Organisations who will pass the grant onto another organisation or charity as a grant from themselves

3.3 Applications will not normally be considered from national organisations or local groups with access to funds from national "umbrella" or "parent " organisations, unless funds are not available from their national bodies or the funds available are inadequate for a specific project.

3.4 Applications from religious groups will be considered where a clear benefit to the wider community can be demonstrated, irrespective of their religious beliefs. Compliance with this requirement will need to be demonstrated throughout the project.

3.5 Applications from education, health or social service establishments will be considered where the organisation can demonstrate that it is working in partnership with other groups and where there are benefits to the wider community within the parish.

3.6 The applicant will normally be expected to have clearly written aims and objectives, a written constitution and membership rules, copies of which should be submitted as part of the application. The organisation must supply information about other applications for financial assistance that it has made to other bodies. In addition, the organisation must demonstrate that it is properly managed and able to run its affairs responsibly.

3.7 All applications must demonstrate clearly the purpose for which the grant is required and how a grant will be of benefit to the local community within the

parish or how it supports the charitable aims of the local community within the parish.

3.8 The applicant is required to submit audited accounts or accounts that have been independently examined by a suitably qualified person, for the previous two financial years, or in the case of a newly formed organisation, a detailed budget and business plan.

3.9 The applicant is required to have a bank account in its own name with two authorised representatives required to sign each cheque.

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

3.11 Each application will be assessed on its own merits and will be considered along with other applications at a meeting of the Council's Policy & Finance Committee and the recommendations of that committee will be ratified at the next available meeting of the Full Council. Applicants will be informed of the outcome of their application after the meeting of the Full Council. To ensure as fair a distribution as possible, the Committee will take into account the amount and frequency of previous awards.

3.12 Due account will be taken of the extent to which funding has been sought or secured from other sources or own fund-raising activities.

3.13 The Council may make the award of any grant subject to such additional conditions and requirements, as it considers appropriate.

3.14 The Council's general policy is that financial assistance will only be made to small scale local projects and not national or county appeals except for specific appeals of the type shown in 3.2.

#### **4. Procedures**

4.1 All applicants are required to complete the Council's form to apply for the financial assistance and to provide the information requested, including up to date quotes from the service provider.

4.2 In all situations, receipted invoices for goods and/or services shall be submitted by the applicant to the Council, so that the grant can be processed.

4.3 In the event, for whatever reason, of the grant not being used, in part or in full, a full explanation shall be submitted to the Council within one year of the award being made.

4.4 The Council reserves the right to reclaim any award in the event of it not being used for the purposes specified on the application form.

4.5 Organisations that receive a grant will be required to acknowledge the Parish Council's contribution on all publicity/printed material and make a presentation to the Annual Parish Meeting, normally held in March each year.

14 December 2021