



Grant Awarding Policy

*This Policy sets out the Parish Council's position and procedure
with regard to its annual Small Grants Award Scheme*

Adopted April 2023 Minute 23.04.16b

Grant Awarding Policy

1. Introduction

- 1.1. Tisbury Parish Council is committed to encouraging, supporting and promoting volunteer organisations and charities within Tisbury which provide benefit to the village.
- 1.2. The Council makes an annual budget provision for its Small Grants Scheme to help meet this commitment. Awards will not exceed the agreed annual budget unless the Council agrees to make an award under exceptional circumstances.
- 1.3. In the event of an over subscription to the funds available, the Council may reduce the amount awarded but will seek to support as many eligible organisations as possible.
- 1.4. All grants will have a maximum limit of £300 unless the Parish Council agrees to make a higher award under exceptional circumstances.
- 1.5. The Council seeks to support projects which will enhance the economic, social, physical and environmental well-being of people who live and work in Tisbury parish. Grants may be given both to existing and new projects and may be for either capital or revenue funding.
- 1.6. Community grants come from taxpayer funds and a key principle of this policy is to ensure that grant expenditure is open and transparent.
- 1.7. Decisions related to Community Grants are made by the Full Council at its first meeting in June of each year. This policy is designed to act as guidance for both applicants and councillors when considering applications.
- 1.8. Applicants are encouraged to look at alternative sources of funding in addition to this scheme.

2. Legal context

- 2.1 The Council can only act in accordance with the legislation which permits it to act as it does not hold the General Power of Competence (GPC).
- 2.2 Under Section 137 of the Local Government Act 1972, the Council has the power to '*incur expenditure which in its opinion is in the interest of and will bring direct benefit to its area or any part of it or all or some of its inhabitants*'. The direct benefit accruing must also be commensurate with the expenditure involved. This enables local councils to spend a limited amount of money for purposes for which they have no other specific statutory power.
- 2.3 Under Section 19 of the Local Government (Miscellaneous Provisions) Act 1976, the Council has the power to make grants/a contribution towards indoor or outdoor recreational services or facilities being provided by voluntary organisations.

3. Eligibility Criteria

3.1 What can be funded?

Tisbury Parish Council will support voluntary organisations or community groups based or working within the parish boundary of Tisbury. The grant scheme is also open to informal groups of parishioners who are or intend by the date of application to become formally constituted.

3.2 All organisations or community groups must:

- Have a bank account in their own name which is controlled by a minimum of two unrelated signatories;
- Have a constitution, or set of rules, which define its aims, objectives and operational procedures;
- Have less than 12 months of running costs in unrestricted reserves or be able to provide reasons for retaining those unrestricted reserves.
- Only apply for one grant in any one financial year;
- Provide a copy of its latest annual accounts and be able to demonstrate that the accounts are checked and signed by a person independent of the group. If the organisation has been in existence for fewer than 18 months, evidence must be provided that a separate bank account for that organisation has been opened.
- Be voluntarily run, non-profit making and operated with no undue restrictions or limitations on membership;
- Demonstrate the service they are providing is of benefit to Tisbury by giving details of their activities;
- Demonstrate the need for financial assistance;
- If relevant to the application, have a Child Protection Policy (under 18 years) or Vulnerable People Policy (over 18 years) and procedures.

3.3 What cannot be funded?

- Grants to individuals or private business projects;
- Hospitality, religious organisations (although secular projects by faith groups are welcomed where there is a wider community benefit), core school expenditure or projects with party political links;
- Projects which are the prime statutory responsibility of other government bodies;
- Grants for recurring revenue or running costs eg rent, utilities, printing, stationery, salaries etc;
- Retrospective funding, after a project has started;
- Repeat requests for annual events;
- Projects which improve or benefit privately owned land or property.

4. Applying for a grant and timescales

4.1 Completed application forms (set out in Appendix 1 below) should be submitted to the Council by 30th April in each financial year or on a date agreed with the Council. These are available on the Council's website or on request from the

Parish Clerk at tisburypc@tisbury-wiltshire-pc.gov.uk .

- 4.2 Any applicant who is unable to submit any of the required information should contact the Parish Clerk for guidance.
- 4.3 Applications will not be considered by the Council until all the information requested on the form has been supplied.
- 4.4 Applicants may attend the meeting at which their grant applications are being considered. They may be asked to respond to questions from councillors.

5. After the grant has been awarded

- 5.1 Payments of grants will be made by bank transfer only within one month of their award.
- 5.2 Successful applicants must acknowledge receipt of the award and credit the support of Tisbury Parish Council in any promotional material.
- 5.3 A successful applicant will not be able to submit a further application to be considered by the Council until a report has been provided on the success of the previous grant awarded.

6. GDPR and the Data Protection Act 2018.

- 6.1 Tisbury Parish Council is committed to protecting and respecting everyone's right to privacy and ensuring it is fully compliant with the General Data Protection Regulation and the Data Protection Act 2018. It processes personal data in accordance with the law and in accordance with its privacy notice as set out on its website (<https://tisbury-wiltshire-pc.gov.uk/privacy>).
- 6.2 In signing the application form, applicants give permission for Tisbury Parish Council to use the information provided:
 - To establishing an applicant's entitlement to a grant;
 - For inclusion in a computerised register maintained by the Parish Council; and
 - During the life of a grant to administer and analyse applications and grants.

TISBURY PARISH COUNCIL

Application for a Grant/Donation

Please note that this application will not be considered unless it is accompanied by a copy of the latest set of annual accounts showing the level of balances. If the organisation does not prepare annual accounts, copies of bank statements covering the previous six months must be enclosed. Once completed, the form should be returned to the Clerk at tisburypc@tisbury-wiltshire-pc.gov.uk along with the supporting documents requested.

1.	Name of Organisation	
2.	Is the organisation a registered charity? (if yes, please include charity number)	
3.	Name, address and status of contact	
4.	Telephone number of contact	
5.	Amount of grant requested	
6.	For what purpose or project is the grant requested?	
7.	What is the total cost of the above purpose/project?	
8.	If the total cost of the project is more than the grant, how will the residue be financed?	
9.	Have you applied for a grant or donation for the same project from another body? If so, which body, when and for how much?	
10.	Who will benefit from the project?	
11.	Approximately how many of those who will benefit live in the parish of Tisbury?	
12.	List of supporting documents provided	

Signed:

Date:

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