

Category A Grant Awarding Policy - 2024

Introduction

Shinfield Parish Council makes a sum of money available each year to support activities of benefit to the community within the parish. The annual grants scheme for 2024 will be conducted on the same lines as that for 2023.

The Aims and Objectives of the Award Scheme

The Grant Award Policy is intended to help local organisations (or regional/larger organisations with clear activities within the Parish) provide benefits for local residents.

The council is prepared to make grants where:

- Category A
 - The funding is for a specific purpose or activity up to a maximum value of £5,000
- Category B
 - Ongoing regular support for specific activities and causes approved by Full Council, for example, Spencers Wood Carnival and the Voluntary Car Service
- Category C
 - Capital grants more than £5,000
 - Any such grants are separate to and not covered by this policy

The Parish Council has made £30,000 available to support activities within categories A & B.

Category C does not have any specific funding allocated and each request within this category will be considered individually on its merits.

Please contact the Clerk in the first instance if you wish:

- To have your charity/activity considered under Category B
- To make an application under Category C

Category A Applications

The remainder of this document refers to applications that fall within Category A.

Please note that it is the Council's preference that awards in this category should be used to help launch new initiatives or activities that would not otherwise take place and that support as many residents as possible. Applications meeting these criteria will be given priority.

Timetable

Applications must be received by midnight on Sunday 30th June 2024.

Meeting to consider applications to take place in July (date TBC) – applicants will be offered the opportunity to attend and make presentation no longer than five minutes

Applicants will be advised of the outcome no later than 31st July 2024.

Information Checking

If applications are received by the Clerk no later than noon on Friday 21st June, they will be reviewed to ensure that they have included all relevant information and to allow any additional information that may be useful to be provided before the deadline for receipt of applications. If you submit your application after noon on Friday 21st June, the Clerk will not be able to guarantee to review the application.

The Awards Panel

The Awards Panel will be a specially convened meeting of the Council's Finance & General Purposes Committee.

Who is Eligible for a Category A grant

- SPC awards grants, at its discretion, to
 - Charities
 - With preference given, in order, to
 - Local charities
 - National Charities with a significant parish presence
 - Other national charities with a parish presence
 - Volunteer organisations
 - Sports Clubs
 - Not for profit organisations
 - Social Enterprises
 - Religious organisations
 - If for a purpose which does not discriminate on grounds of belief
 - For the avoidance of doubt financial support will only be provided in circumstances where the benefits will be accessible by the community at large and not restricted to members of a religious group
 - For example support may be given for expenditure on a church run hall where many groups hire the hall but not for repairs to the church itself
 - Other worthy causes (as determined by SPC)
 - This may include residents coming together purely for a specific cause

Who is Not Eligible for a Category A grant

- SPC will NOT award grants:
 - To private individuals
 - To commercial organisations
 - For a purpose for which there is a statutory duty upon other local or central government departments to fund or provide
 - To political parties
 - To religious organisations unless for a purpose which does not discriminate on grounds of belief (as set out above)
 - To any organisation which in the view of SPC has racist, extremist or other policies which SPC deems to be unacceptable.
 - This list is not exclusive and may be added to at the council's discretion

Terms and Conditions for Category A grants

Financial Need

- Applicants must demonstrate
 - A clear need for financial support (by providing bank accounts and financial information)
 - That the grant does not solely or largely support their normal ongoing operations

Benefit to the Parish and/or its residents

- Applicants must demonstrate (as fully as possible) that the requested grant will benefit the residents of the parish by achieving one or more of the following:
 - Providing a service for all, or specific groups of, residents
 - Enhancing the quality of life for all, or specific groups of, residents
 - Improving cultural, recreation or sports facilities in the parish
 - Improving the environment (by activities within the parish)
 - Promoting the parish in a positive way

Financial Criteria

- Grant awards will not exceed £5,000
 - Any organisation wishing to request a grant of more than £5,000 should contact the Clerk for further information
- Grant payments will only be made to named organisations
 - Grants will be paid by bank transfer to the organisation (no payments made to individual bank accounts)
 - Where residents come together to make a grant application, they must, if successful, create a bank account for the purpose before any funds are paid over
- The applicant will be responsible for the administration (including monitoring and reporting back to SPC) and accounting of any grant awarded

Other Criteria

- A successful award in any financial year does not guarantee that a grant would be made in any subsequent year
- Any grant must only be used for the purpose(s) specified in the grant application
- Any unspent portion of the grant should be returned to SPC no later than 12 months from the date of the awarding of the grant
 - F&GP committee may approve the grant award to be carried over beyond the 12 month period.
 - The maximum extension will be 12 months (i.e. to no later than 24 months from the date of the award)
 - No further extension will be permitted
- Grants will not be made retrospectively
- Successful applicants will be required to submit a feedback report in respect of their grant no later than 12 months after notification of the grant award
 - Should the activity continue beyond that period, interim updates should be provided every six months

Right of Appeal

- There is no right of appeal for any application which:
 - Is deemed not to have met the application criteria
 - It is the applicant's responsibility to ensure they submit a valid application and if they have any doubts or concerns to seek clarification from the Clerk no later than one week before the deadline for submission
 - Is not awarded a grant, or
 - Is awarded a grant of less value than the sum requested