Serving Our Community through working in Partnership

Normandy PARISH COUNCIL

# COMMUNITY GRANTS POLICY

*Adopted 11 July 2024 FG-08(f)*

## 1. SCOPE OF THE POLICY

1.1 Normandy Parish Council recognises the hard work of the many local organisations that help improve and enhance the Normandy community. The Parish Council is committed to supporting such organisations in their work and will allocate a sum of the annual precept to provide financial assistance in the form of Community Grants.

1.2 This policy sets out the process for applying for a Community Grant and explains the criteria the Parish Council will use in assessing applications.

1.3 The Parish Council is committed to being open and transparent and will follow the recommended best practice contained within The Local Government Transparency Code 2015 by publishing a list of amounts awarded on an annual basis.

## 2. WHAT AND WHO IS COVERED BY THE POLICY

2.1 The policy covers all Community Grant awards, which are defined as *'payments made by the Parish Council to be used by an organisation for an activity or service (not directly controlled or administered by the Parish Council) in the furtherance of the well-being of the Normandy community'.*

## 3. LEGAL FRAMEWORK

3.1 Grants from Town and Parish Councils are usually made under the powers given to them by s137 of the Local Government Act 1972, which allows authorities to incur expenditure for certain purposes not otherwise authorised. A statutory limit is placed on the total amount that can be given by the authority in any one year. S137 limits the giving of grants solely for purposes that:

- bring a direct benefit to all or some of the inhabitants of Normandy, and
- is commensurate with the direct benefit the inhabitants receive.

3.2 However, under the Localism Act 2011, the Parish Council is working towards eligibility for the General Power of Competence. This, in essence, will remove the financial limit and restrictions on grant awarding once achieves, although the assessment criteria for S137 will remain a useful benchmark against which to assess applications.

## 4. POLICY STATEMENT

4.1 Organisations are eligible to apply for a Community Grant if they meet the following criteria:

(a) They are a local charitable or non-profit making organisation, providing services or carrying out activities or projects that directly benefit the Normandy community
(b) In the case of a regional or national organisation, where they can demonstrate that the funding will be ringfenced for use specifically to benefit the Normandy community
(c) The amount of funding is commensurate with the benefit provided to the Normandy community
(d) The amount requested should not exceed 50% of the total cost of the service or activity
(e) The work of the organisation and the funded activities or services complement the values and aims of the Parish Council
(f) Applications may be for running costs or capital expenditure
(g) The maximum award under the Community Grants Scheme is typically £1,000 per application, in some circumstances applications over this amount **may** be considered when all other criteria are achieved.

4.2 The Parish council will **not** consider applications from the following:

(a) Individuals or businesses
(b) Political groups
(c) Activities that do not complement the values and aims of the Parish Council
(d) Retrospective requests for projects, activities or services which have been completed
(e) Organisations which have a disproportionately high level of uncommitted reserves
(f) Projects which cannot demonstrate a direct benefit to the Normandy community

## 5. APPLICATION PROCESS

5.1 All applicants will be required to complete the Community Grant Application Form. This will be available through download from the Parish Council website normandyparishcouncil.gov.uk or by contacting the Parish Clerk clerk@normandyparishcouncil.gov.uk

5.2 Applications must be completed in full and returned to the Parish Clerk, either electronically or in paper form, along with all requested supporting documents to be considered. An incomplete application, or one missing requested supporting documents, will be returned to the applicant for completion.

5.3 Applications will be considered at meetings of the Finance & Governance Committee, which the public have a right to attend. Applicants may attend the meeting and speak in support of their application, or answer any questions raised by the committee members.

5.4 Once the agreed Community Grant budget has been spent, any subsequent applications will be declined, and applicants will be invited to apply in the next financial year. In exceptional circumstances, the Finance & Governance Committee may recommend approval of an application after the budget has been exhausted, but agreement of this shall be at a meeting of the council.

5.5 Applicants may apply only once each financial year (1 April to 31 March). A successful application in one financial year does not guarantee agreement for future years. Whether successful or not, all applicants may apply again in subsequent years.

5.6 Any councillor with a disclosable pecuniary or non-pecuniary interest associated with any Community Grant application will be excluded from the discussion and decision on whether to agree to the request.

## 6. GRANT CONDITIONS

6.1 All successful applicants will be required to include reference to the financial support provided by the Parish Council on all promotional material for a supported activity or service, and through the organisation's website.

6.2 Community Grants may only be used for the purpose(s) stated on the application form. If an organisation wishes to vary how the awarded amount is spent, it must seek approval from the Parish Council in writing.

6.3 If an awarded amount has not been used within one year of the award date (unless the Parish Council has agreed an alternate spending deadline), the unused amount will be returned to the Parish Council.

6.4 Organisations are solely responsible for ensuring they comply with all applicable statutory and other legal requirements. In awarding a Community Grant, the Parish Council accepts no liability for any non-compliance by the organisation.