**STREET PARISH COUNCIL**

**Grants to Voluntary Bodies**

**Reviewed: By Policy & Finance Committee on 7 May 2024**

**Further amended by Full Council on 21 May 2024**

Street Parish Council is empowered under the **Local Government Act 1972** to award grants for purposes that it considers bring a direct benefit to all or some of the inhabitants and is commensurate with the direct benefit the inhabitants receive.

The Council has a duty to act with regard to the likely effect on crime and disorder under the **Crime and Disorder Act 2006 s17.**

The Council has a duty to consider conserving biodiversity in exercising its functions under the **Natural Environment and Communities Act 2006 s40.**

The Council welcomes applications from all sections of the community.

**1. Application Criteria :**

- Applications for grants must be submitted on the attached application form.

- It is the policy of Street Parish Council to make grants to organisations within the parish of Street and not to individuals.

- Grants will be awarded for a specific item of capital expenditure or project or revenue items, such as running costs of organisations worthy of support, with a strong local connection and which do not come under the responsibility of other local authorities.

- No grant will be payable to, or for, any commercial venture or for private gain.

- Retrospective applications, where expenditure has already been made, or the project already carried out, will not be funded.

**2. The following items MUST be submitted with the application:**

**- For organisations with a turnover of £5000** or less - a copy of the organisation’s profit and loss account, or income and expenditure account, and balance sheet**.**

**- For organisations whose turnover exceeds £5000** - a copy of the latest audited accounts, if available, or profit and loss account or income & expenditure account, and balance sheet.

- The organisation’s bank statements for the previous three-month period.

- A copy of the organisation’s Equality Policy, where available, or a statement to explain its commitment to Equality or detail plans for adoption in future.

- A statement outlining the organisation’s approach to biodiversity loss and climate change where available or detail plans for adoption in future.

**-** The Organisation’s Safeguarding Policy, where available, or detail plans for adoption in future.

**-** Information on how the organisation will give recognition to the Council’s contribution including the use of the Street Parish Council logo to promote the Street Parish Council grant.

The following additional information **MUST** be provided with **all grant applications** **in excess of £2000:**

1. **Purpose and Impact Statement:**

* clear articulation of the purpose of the grant and the intended impact;
* detailed information on how the funds will be used to address community needs or achieve specific goals.

1. **Needs Assessment:**

* to understand local issues and identify gaps that the grant can address;
* consider existing projects or organisations already working in the area and how this initiative compliments/enhances their efforts.

**3. The following items must be submitted within three months of receipt of funding:**

A written report detailing:

- how Council funding has been used;

- how residents of Street have benefitted; and

- how recognition has been given to the Council’s contribution, including the use of the

Street Parish Council (SPC) logo to promote the SPC grant.

In the case of capital projects or the purchase of equipment receipts to be provided.

**The organisation will return the grant monies awarded if requested by the Parish Council under the following circumstances:**

1. **Report not received.**
2. **Monies not spent.**
3. **Monies not spent for the purposes granted.**

**The Council reserves the right to revisit these criteria at one year.**

**4. Consideration and payment of grants:**

The Council operates the following grant schemes:

1. **Grants up to a value of £2000**.

Applications will be determined by the Policy & Finance Committee as set out in the Council’s Financial Regulations and Policy & Finance Committee’s terms of reference; and in accordance with policy and agreed budget limits.

Applications and supplementary information will be considered at the first available Policy & Finance Committee Meeting following receipt of application.

Grants up to a value of £2000 to be paid within 28 days of the Policy & Finance Committee meeting determining the award.

ii **Grants in excess of £2000.**

Applications and supplementary information must be received by the Responsible Financial Officer of the Street Parish Council **by 1st August each year.**

Applications will be considered by the Policy & Finance Committee and recommendations will be determined by Full Council at the September Council meeting in accordance with policy and agreed budget limits.

Grants in excess of £2000 to be paid by 31 October of the application year or later by agreement.

iii **Strategic Grants**

Grants in excess of £10,000 and/or where the Council will provide funding for more than one year (supported with a Service Level Agreement) will be awarded in exceptional circumstances, deemed critical to the wellbeing of the community. **Organisations will need to include a statement to evidence how they will make their organisation self-sufficient for future years.**

Applications and supplementary information must be received by the Responsible Financial Officer of the Street Parish Council **by 1st August each year.**

Applications will be considered by Policy & Finance Committee and recommendations will be determined by Full Council at the September Council meeting in accordance with policy and agreed budget limits.

**Grants in excess of £10,000 to be paid by 30 April** **in the following financial year.**

Strategic grants to be paid according to the terms of the SLA. The release of funding after the first year subject to satisfactory performance reporting as set out in the SLA.

Any applications received after 1st August will NOT normally be considered until the following year. Some exceptions may be made in certain circumstances.

All applicants will be informed of the decision within 7 days of the Council/Committee meeting determining the award.

Priority will be given to applications that show evidence of attempts to seek additional sources of financial support and assistance and where the general public will benefit from the results of the assistance given.

All applications will be considered on their individual merits, having regard to the perceived need, the level of current provision and the priorities identified by the Council.

The key priorities agreed by Council for 2023-2027 are:

* + Exploring enhancement of the High Street
  + Street as a safe and welcoming community
  + Setting up ways in which the Council actively engages with the community.
  + Commitment to supporting Street Library Service.
  + Supporting organisations that provide assistance to vulnerable members of the community.

**Date of next review: May 2025**

**GRANT APPLICATION FORM 2024/2025**

|  |  |
| --- | --- |
| **NAME OF ORGANISATION** |  |
| Registered Company No. and/or Charity No. (if applicable) |  |
| Address of Organisation |  |
| Total Membership |  |
| Annual Membership Subscription |  |
| When were these last increased? |  |
| Other Membership Fees |  |
| Amount of grant requested. |  |
| Purpose of grant. |  |
| How will the award of a grant benefit the residents of the parish? |  |
| Timetable for implementing project or capital expenditure |  |
| Estimated total cost of project or specific item. |  |
| Amount to be contributed by organisation itself. |  |
| Details of any funds retained for another project or running costs. |  |
| Please give details of any grants or other assistance received from other sources. |  |
| Is your organisation involved in the care of children and young people?  If so, are your policies and practices in accordance with the Home Office Code of Practice, Safe from Harm? |  |
| **Please tick the check box to indicate that the relevant documents are attached:**   |  |  |  | | --- | --- | --- | | **1.** | A copy of the profit and loss account, or income and expenditure account, and  balance sheet for any organisation **with a turnover of £5,000 or less.** |  | | **2.** | A copy of the latest audited accounts, if available, or profit and loss account or  Income and expenditure account and balance sheet for any organisation  **whose turnover exceeds £5,000**. |  | | **3.** | Bank Statements for the last three-month period. |  | | **4.** | A copy of the organisation’s Equality Policy where available or a statement to  explain its commitment to Equality or detail plans for adoption in future. |  | | **5.** | A statement outlining the organisation’s approach to biodiversity loss and  climate change where available or detail plans for adoption in future**.** |  | | **6.** | A copy of the Organisation’s Safeguarding Policy, where available, or detail  plans for adoption in future. |  | | **7.** | Information on how the organisation will give recognition to the Council’s  Contribution including use of the Street Parish Council logo to promote SPC grant |  | | **8.** | Purpose and Impact Statement (Grants in excess of £2000) |  | | **9.** | Needs Assessment (Grants in excess of £2000) |  | | **10.** | Statement to evidence how organisation will become self-sufficient in future years. (Strategic grant) |  | |  |  |  | | |
| **WITHIN 3 MONTHS OF RECEIPT OF A GRANT A WRITTEN REPORT MUST BE SENT TO THE COUNCIL EXPLAINING HOW FUNDING HAS BEEN USED, HOW RESIDENTS OF STREET HAVE BENEFITTED AND HOW RECOGNITION HAS BEEN GIVEN TO THE COUNCIL’S CONTRIBUTION.**  **IN THE CASE OF CAPITAL PROJECTS OR THE PURCHASE OF EQUIPMENT CAPITAL RECEIPTS MUST BE PROVIDED.** | |
| Name and Address of Applicant |  |
| Telephone Number |  |
| Email address |  |
| I confirm that all information provided is accurate and I acknowledge that the organisation will return the grant monies awarded if requested by the Parish Council under the following circumstances:   1. Report not received. 2. Monies not spent. 3. Monies not spent for the purposes granted.   Signature: Date: . | |
| **All grants will be paid electronically. Please supply the following:**  Account Name:  Bank Name:  Sort Code:  Account No: | |

Please return the completed application form to the **Deputy Clerk/RFO, Street Parish Council, 6 Leigh Road, Street, BA16 0HA** or email [dcro@street-pc.gov.uk](mailto:dcro@street-pc.gov.uk).

**Privacy Statement**

Your privacy is important to us, and we would like to hold the data on this form for the sole purpose of this grant application.

Please confirm your consent by placing a tick in the box.

You can find out more about how we use your data from our “Privacy Notice” which is available from our website or from the council Office or at <https://street-pc.gov.uk/spc-privacy-notice-2/>

You can withdraw or change your consent at any time by contacting the council office. We may hold your data on this form for the duration of the grant application. The data will then be destroyed.