

Leicester Forest East

Parish Council

The Parish Hall, Kings Drive, Leicester
Forest East, Leicester LE3 3JE
Tel: 0116 239 0039
Email: clerk@lfeparishcouncil.org.uk
www.lfepc.org.uk

GRANTS POLICY

1. GENERAL NOTES

The parish council's aim is to ensure that all our award-making activities are:

- open
- transparent
- fair
- competitive
- supports local organisations

Our awards are open to established voluntary or community groups, as well as new or informal groups of parishioners who are, or intend by the date of application, to become formally constituted.

2. PARISH COUNCIL POWERS and SECTION 137

A parish council has a number of powers granted under various Acts of Parliament which enable it to spend money. Since 2008 the "Power of Wellbeing" and more recently the "General Power of Competence, Localism Act 2011" allow parish councils more flexibility in how they spend money within the local community. In order to use either of these powers it is necessary that the council has a qualified clerk, and at least two thirds of the councillors have been elected rather than co-opted or appointed. Currently Leicester Forest East Parish Council does not meet these criteria therefore all donations and grants fall under the statutory power of Section 137 of the Local Government Act 1972, which permits it to spend up to a certain limit on anything which, in the opinion of the council, is in the interests of the parish, or any part of it, or is in the interest of all or some of its inhabitants.

This amount is limited to a figure per head of the electorate on the electoral role on 1st January before the commencement of the financial year. The Parish Council has no obligation to spend all or any of the money available under S.137. This money is not 'gifted' to the parish council; it forms part of the Precept which the parish council makes on the District Council. The cost of any grants or donations is therefore reflected in residents' council tax bills.

3. WHO CAN APPLY?

To be eligible for the award of a grant under Section 137 an organisation must:

- be established for charitable, benevolent, social, cultural, recreational or philanthropic purposes,
- have a constitution, or set of rules, which define its aims, objectives and operational procedures,
- be able to provide a copy of its latest annual accounts and/or most recent bank statement. Accounts are to be checked and signed by a person independent of the group,
- have a bank account operated by a minimum of at least two joint signatories.

4. WHAT CAN BE FUNDED?

- the project should be something that makes the local community a better place in which to live, work or visit
- it should benefit people who live in the parish
- there must be clear evidence that local people support the project and are involved in carrying it out
- applications do not have to be from groups that already exist
- each group may only make one application per financial year

5. THE FOLLOWING ARE NOT ELIGIBLE

- Support for individuals or private business projects.
- Projects that are the prime responsibility of other statutory authorities.
- Projects that improve or benefit privately owned land or property.
- The activities of political organisations.
- The activities of religious organisations, unless they can show they

operate clear and open community activities which do not require membership or connection to the organisation and that the application will be of benefit to the community.

- General operational and maintenance costs.
- Events that have already occurred, equipment already purchased, works already started or completed.
- Repayment of loans or cost of services, equipment or provisions in anticipation of a grant.
- Organisations that have a closed or restricted membership.

6. CONDITIONS OF SUPPORT

The council may make the award of any grant subject to all or some of the following conditions. Required conditions will be at the discretion of the council and take into account your organisation's individual circumstances.

- The application must be made using the official Leicester Forest East Parish Council application form which is available from the Clerk or can be downloaded from the Council's website.
- Where expenditure on a specific project exceeds £2,000 quotes from at least three providers must have been received.
- Details must be provided of the extent to which funding has been sought or secured from other sources or own fund-raising activities.
- Funding must only be used for the purpose agreed with the Parish Council and, if the monies are not spent on the items agreed, they must be returned.
- Funding must be spent within the financial year awarded and cannot be added wholly or partly to your reserves.
- If your project costs are more than you anticipated on your application, any shortfall must be met by you – Leicester Forest East Parish Council will not be in a position to make up any shortfall.
- In order to fully understand your project or activity the parish councillors may wish to visit your project or activity, prior to the project or activity commencing. They may also wish to conduct a site visit once your funded project is underway.
- As a minimum, you will write to confirm receipt of the cheque for audit purposes, or as the cheque is handed over you will sign a form or receipt at the same time.
- You should show the funding awarded separately in your published financial accounts and Leicester Forest East Parish Council should have

access to your financial records, on request, where appropriate.

- A representative of your organisation should give a report at the Annual Parish Meeting (held on an evening between March and May each year) on how you spent the money and if appropriate how your project went.
- The need to provide evidence of expenditure (receipted invoices) to the Clerk to the Council on completion of your project will be discretionary – based on the amount given and the purposes given. (If required, this evidence of expenditure should be equal to, or more than, the total of the amount of the grant detailed on your application.)
- Any unused funds at the end of the financial year in which the grant is paid out must be returned to Leicester Forest East Parish Council.
- Organisations are responsible for ensuring that they are in compliance with all legal and statutory requirements.
- Should for any reason the organisation disband during the period of the grant the Council may ask for all or part of the monies to be paid back.
- Prior approval of the Council is required if any change of purpose of the grant is required.
- Organisations must contact the Council before disposing of any equipment or resources purchased or part purchased with a grant from the Council.
- You must acknowledge Leicester Forest East Parish Council's support in all publications, publicity and annual reports.

Should any of these conditions not be met it could result in the award being withdrawn, the grant having to be repaid and future grant applications being refused

7. WHEN TO APPLY

Applications can be made between 1st April and the last day of September of each year.

This is a competitive process against other bids and the quality of each bid is important.

All groups will be treated equally. If an organisation has had a grant previously, they are not guaranteed to receive financial support again but are not excluded from applying again in the following financial year. A fresh

application will be required each time.

Whilst ad-hoc requests can be made at any time, there is no guarantee that any funds will remain available.

8. WHAT IS REQUIRED WITH THE APPLICATION?

- The application form to be completed in black ink.
- Full and complete copies of your signed, certified and audited accounts for the last two years, only if your organisation has been in existence for that period, plus recent bank statements for the last 6 months. These should also be signed by a member of your organisation, indicating their position held.
- A detailed budget plan and supporting evidence.
- A copy of your organisations Constitution, Terms of Reference or Rules.
- Should you have had a previous grant from the Council, it is wise to check that you have included a full report of your previous award. Your current grant application might be affected if you fail to do so.
- Evidence of other awards towards the project, e.g. lottery funding, other bodies.
- Please remember to photocopy your application for future reference.

Remember the grant application could fail should these conditions not be met.

9. HOW WILL DECISIONS BE MADE?

All bids will be judged after the closing date. The Finance Committee will review any bids and a decision will be made by Leicester Forest East Parish Council. The Council's decision is final. Unfortunately, we may not be able to fund all projects as there may be more applications than there is money available, however all applications will be considered carefully. Due account will be taken of the extent to which funding has been sought or secured from other sources or own fund-raising activities.

10. HOW TO APPLY

Applications should be made in writing, in block capitals. Please see below for application form:



Leicester Forest East

Parish Council

The Parish Hall, Kings Drive, Leicester
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GRANT APPLICATION FORM

Contact Details

Organisation's Name	
Address	
Contact's Name	
Position within Organisation	
Email Address	
Phone Number	

Description

Please give a description of your organisation	
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Please explain what a grant would be used for and how this would benefit the residents of Leicester Forest East

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When was your organisation set up?

Date	
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Is your organisation a registered Charity, if so, please provide the registered Charity Number?

YES	NO
Charity Number	

Can anyone join your organisation, if not, why?

YES	NO

How much are you applying for?

£

**Is the total cost of the project higher than the grant amount applied for?
If so, how
will the remainder be funded?**

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Signed.....

Date.....