

Yeovil Without Parish Council

Grant Awarding Policy – Adopted 26th Feb 2019

Yeovil Without Parish Council is funded by the residents of Yeovil Without. Subject to funds being available the Parish Council may provide financial support to local community and voluntary¹ organisations working in the Parish of Yeovil Without for the benefit of the community, whilst providing value for money for local taxpayers and ensuring that public money is expended responsibly. The Council wishes to see such organisations flourish and develop in Yeovil Without Parish and grant assistance helps to achieve this objective.

In order for Yeovil Without Parish Council to be able to assess applications the following principles apply:

- Assistance will be given on the basis of need, merit and contribution to the local community. – i.e. providing a service, enhancing quality of life, improving the environment.
- Applicants must clearly show how any assistance given will benefit the people living in the parish of Yeovil Without or will benefit the environment of the parish.
- Organisations and groups will be expected to contribute some of their own funds to the project although a set percentage has not been agreed.
- Only one application for a grant will be considered from any organisation in any one financial year.
- Ongoing commitments to award grants in future years will not be made. A fresh application will be required each year. This will be at the discretion of the council.
- The Parish Council will take into account any previous grant made to an organisation or group when considering a new application.
- The level of funding available is dependent on the Council's budget
- The application should be for support for specific identifiable elements of the service or activity, ie something tangible, rather than towards general running costs.
- Any assistance given will be subject to ongoing monitoring and subsequent evaluation of the outcome of the grant.

¹ Yeovil Without Parish Council defines a voluntary group as a non-profit making organisation, set up and run by a voluntary, unpaid management committee or similar body.

Aims of grant funding

The aim of all the Council's grant schemes is to ensure that public funds are used in ways that benefit groups of residents and protect the interests of residents. The Council therefore encourages applications from local community-based 'not-for-profit' or charitable organisations, e.g. voluntary groups, societies, clubs (including new start-ups), sports clubs, youth clubs, playgroups and schools (for play equipment or for activities not on the normal curriculum).

Grants will not be awarded for the following:

- Organisations that do not provide a service to the community in Yeovil Without Parish. (organisations situated outside the area must provide supporting information demonstrating the level of benefit to the inhabitants of Yeovil Without Parish).
- Commercial organisations
- Purposes for which there is a statutory duty upon other local or central government departments to fund or provide
- "Upward funders". ie. local groups where fund-raising is sent to a central HQ for redistribution.
- Political groups or activities promoting political belief.
- General appeals
- Animal Welfare
- Medical research
- Religious groups where funding is to be used to promote religious beliefs.
- Arts and sports projects with no community or charitable element.
- Retrospective applications (e.g. equipment already purchased, event already taken place)
- Organisations that are socially exclusive (i.e. where there are unreasonable restrictions on membership inconsistent with equal opportunities).
- Running costs and staff costs

This list is not exhaustive, and may be added to at the council's discretion.

Grant Steering Group

The Grant Steering Group will consist of 5 (five) councillors and the Clerk/RFO. Councillors will be appointed at the Annual Parish Council meeting. Co-option of councillors may take place for substitution purposes. The Steering Group quorum is not to be less than 3 (three) councillors.

Procedure

Yeovil Without Parish Council operates a community grant scheme, overseen by the Grant Steering Group and grants approved by full council at the council's September and March council meetings.

To apply for a grant from Yeovil Without Parish Council you must be a charity, community group or local voluntary organisation with a constitution and dedicated bank account; operating in or providing a service to the residents of Yeovil Without Parish. Applicants should complete Yeovil Without's grant application and provide all information requested. The form can be downloaded from the Parish Council's website or from the Clerk either by email clerk@yeovilwithoutparishcouncil.gov.uk or phone 01935 479975.

All applications for grants covered by this policy are assessed by the Grant Steering Group at least two weeks before the full council meetings in Mar and September, and, if recommend, are then referred to the next full council meeting for determination. Applicants will be invited to attend the Grant Steering Group assessment meeting to discuss your application.

Assessment of Applications

The Grant Steering Group will consider the following:

- How well the grant will meet the needs of the community, providing positive benefit to the inhabitants.
- How effectively the group will use the grant.
- Whether the costs are appropriate and realistic.
- What level of contributions has been, or will be, raised locally.
- Whether the organisation or group could reasonably have been expected to obtain sufficient funding from another, perhaps more appropriate, source.
- How the organisation or group is managed - as indicated in their Constitution.

Conditions

- All grants will be conditional upon submission of Accounts and/or supporting documentation detailing costs for which funding is being sought. ie quotation or similar.
- Should for any reason the organisation disband or the project is not completed the Council may ask for all or part of the monies to be paid back.
- The grant can only be used for the purpose stated in the application and the Council reserves the right to reclaim any grant not being used for the specified purpose of the application.
- Grants must be spent within 1 year of award. Any unspent monies left after this time must be returned.
- Recipients of grants from the Parish Council may be required to attend a meeting of the Parish Council to inform members how the grant has been expended.
- All grant recipients are required to provide the Parish Council with a brief report (between 100 and 300 words maximum), including photographs, of how the grant has been utilised, how it has assisted the organisation or group and what it has achieved; such report may be published in the Parish Council's newsletter and on the Parish Council's website; this must be submitted **within two months** of purchase of the capital equipment, or completion of the project or event for which the funding was awarded.
- Organisations are responsible for ensuring that they are in compliance with all applicable legal and statutory requirements (including those relating to health and safety and equalities).
- Acceptance of a grant will be taken as permission for the Parish Council to publish such articles in its newsletter/website but the organisation or group is responsible for ensuring that all necessary permissions are obtained for publication of photographs
- The organisation or group should supply such information as the Parish Council may request regarding the impact of the project on the Parish Council's area.
- Recognition of the grant from Yeovil Without Parish Council must be made in any publicity

Guidelines

- Closing date for grant applications - 15th January and 15th July
- All grant applications will be acknowledged by the Clerk and a grant application reference number will be applied. The application reference number should be quoted in all future correspondence relating to that application.
- The Grant Steering Group will agree a date to discuss the applications that have been received and the applicant will be invited to an grant assessment meeting. The meeting is an opportunity to discuss the application and to establish if additional information is required.
- The Grant Steering Group will assess the application, check all supporting documentation and to ensure that the application meets the Council's criteria. An appropriate recommendation will then be made to the next full council meeting.
- Full Council will discuss grant applications at the September and March council meetings
- Applicants will be informed by letter of the decision of the parish council.