



Tupton Parish Council

Serving the people of Tupton

Discretionary Grant Policy

ENSURING THE FAIR AND APPROPRIATE ALLOCATION OF
PUBLIC MONEY

Approved 15/10/2020

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Background

Tupton Parish Council is funded by the residents of Tupton and therefore has only limited funds available to assist community organisations located and working in the parish. The total amount made available for discretionary grants is determined annually by the Finance & General Purposes Committee.

Subject to funding being available Tupton Parish Council is committed to providing assistance and support to local community groups which are set up to promote community life for Tupton residents.

The Council's financial support is provided by way of grants/donations which are decided against criteria set by, and which can be amended from time to time by, Tupton Parish Council.

The Parish Council believes that voluntary groups benefit the wider community and that each should have equal opportunity to access the discretionary grant fund; limits are therefore placed on the number of applications and the total amount of funding any one organisation may apply for in each year.

Tupton Parish Council has a duty to provide services to the local community. The Council cannot provide grant funding to organisations which would be unsustainable without direct funding from the parish precept; and will not consider grants/donations to any organisation which does not fully adhere to the Council's values statement.

Values Statement

Tupton Parish Council believes and recognises that the diversity of our population is one of our greatest strengths and assets.

We are committed to ensuring that people are treated fairly and to promoting equality of opportunity for everyone to live, learn, work and relax in the Parish.

We will address inequality both in the workplace and in relation to access to services and outcomes.

We strongly oppose all forms of discrimination and will actively work to eliminate discriminatory barriers and ensure that individuals and communities within Tupton have a sense of shared, common belonging and understanding

We formally condemn all forms of discrimination on the grounds of race, sex, sexual orientation, gender identity, disability, age, religious beliefs and any other characteristics as defined in the Equality Act.

The Parish Council must ensure that all applications are (and are seen to be) treated fairly and are not open to perceptions of undue influence or bias; neither should the council be (or be perceived) to be circumventing any legitimate tender process. The following policy was adopted by the Parish Council on 15 October 2020:

1. The Parish Council more widely advertises its discretionary grant fund to increase the scope of those projects benefitting from the fund.
2. That a limit of £500 be placed on all applications, with permissible exceptions detailed in 2(a) and 2(b) below, and that a maximum of four applications per organisation be considered per annum:
 - a. Capital expenditure (where use of the capital purchase would be commensurate with such investment)
 - b. To mitigate the local impact of a wider disaster/emergency (e.g. Covid, flooding etc)
3. Through the Community Hub, the Parish Council can support community groups through the granting of facilities without drawing on the public purse. This maximises use of both the Hub and the Discretionary Grant Fund and enables better scrutiny as to the commensurate impact of each session.
4. Grant applicants need to define the realised public benefit of any grant more clearly; both at application stage (by including the confirmation statements from the existing form) and by providing a proper report to the Parish Council following implementation.
5. The Parish Council has recently adopted a strengthened Values Statement, it would be contrary to the Council's position to award grants to any organisations that do not proactively adhere to this.
6. As an environmentally friendly council, we should be encouraging organisations to submit their applications online (the time and cost saved in removing administration from the Clerk in emailing PDFs on request and printing them out for meetings, should more than offset any occasional needs to transcribe for any potential applicants lacking internet access or sufficient IT skills).
7. Where funding is provided on a regular basis, the Council needs to determine whether it is genuinely supporting a community group or is, in fact, buying in a service provision. One key consideration would be the annual cost and any ongoing intention to maintain it indefinitely. In such instances it would be more appropriate to put the service out to tender to ensure that said service is provided by a properly qualified and insured group.

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Criteria

1. The applicant is a voluntary or charitable body with a strong connection to Tupton.
2. There must be a clear benefit to a significant part of the community of Tupton.
3. Support is aimed at specific projects. The Council cannot guarantee availability of funding in subsequent years.
4. Types of project considered suitable are:
 - a. Supporting specific user groups in their activities
(*e.g. young children's groups, youth work, the elderly and groups with special needs*)
 - b. Assisting in the purchase of equipment or materials to support specific communal activities
(*e.g. IT equipment, sports kit, sports equipment*)
 - c. Assisting with modest infrastructure projects which enable community activities
(*e.g. minor building works or repairs*)
 - d. Supporting projects that will leave a lasting legacy for the community to use or enjoy
(*e.g. play spaces for children, seating garden areas, improvements to allotment sites, improvements to immediate community environment*)
 - e. The purchase of specific services to enhance organised community activity
(*e.g. visiting speakers, group entertainment or specified educational activity*)
 - f. Start-up costs for a new project or club
 - g. Costs associated with enlarging an existing club membership
5. The maximum grant payable per application is usually £500, other than in exceptional circumstances (such as one-off capital expenditure or where the funding is used to address the local impact of an emergency or disaster relief).
6. A maximum of four applications, by any one organisation, will be considered by any one organisation per annum.
7. The council looks for some assurance that both the project and the applicant have long-term viability.
8. If a project is still in the planning stage a time-limited offer of a grant may be made conditional upon evidence of a firm commitment to a start date e.g. by placing a contractually binding order. The project for which the grant is claimed should commence within 6 months of the offer or it may lapse.
9. The Council may ask the applicant to incur the expenditure and provide invoices for reimbursement.

Application process

1. Applications for a grant should be made using the online grant form at www.tupton-pc.gov.uk
2. Grants are usually considered monthly; however, the Parish Clerk must receive your application at least ten days prior to the Parish Council meeting (the Council cannot legally consider applications for which due notice has not been given on the agenda). Any applications received after this deadline will be carried over

to the next meeting of the Parish Council. The Parish Council ordinarily meet on the second Wednesday of each month (no meeting is held in August).

3. Grants requested in excess of £500 require audited accounts to accompany the submission. These must be received by the Parish Clerk before your application can be accepted for inclusion on the agenda.
4. You are advised to attend the Parish Council meeting in person when your application is assessed should the Council have any questions regarding your application; otherwise, the decision may have to be deferred to a future meeting pending any clarifications being received.
5. Applicants will be informed of the council's decision as soon as practicable after the meeting.
6. All documentation provided will be available for public scrutiny and must be legible.
7. Payments will be made by BACS

If successful

1. The applicant is notified and asked to reconfirm the date on which the funds are required and provide the payee's bank details, and to undertake to use the funds for the agreed purpose.
2. Grant funds can only be transferred into the successful organisation's bank account or directly to an approved supplier. Grant funding cannot be made to an individual's bank account.
3. A progress report is required within 3 months of the grant being given. Monitoring and reporting requirements

As a condition of receiving a grant you are required to complete a short evaluation report. Groups are expected to provide written evidence of what the money has been spent on and the benefit it has brought to the people of the Parish.

Such evidence of how the money has been spent should include copies of invoices and receipts, plus attendance numbers, photos, press clippings, etc. where applicable. This information should be submitted within 3 months of the event/project.

General grant conditions

1. 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. However, if a group wishes to change the purpose of the grant, they must seek approval by writing to the Council who will consider approving the change.
2. Applications for projects where the work has already been completed will not be considered.

Each application is considered on its own merit and reconciled against the annual discretionary grant fund budget. If your application for funding is rejected because it does not meet criteria, or because the maximum fund allocation has been apportioned, you are welcome to apply for further funding in the future (subject to a maximum four applications per annum).