Dunnington Parish Council

Community Grant Policy and Application

This policy sets out the Parish Councils position and procedure regarding the award of community grants.

Adopted 12th February 2024 02/24/06a
Amended May 2024 02/24/06a **Amended April 2025** 25/5/F6.2
Reviewed Annually in May

Introduction

Dunnington Parish Council sets aside a sum of money each year which can be applied for by local organisations/groups for projects which will be of benefit to residents within Dunnington.

Community grants must benefit some or all inhabitants, not an individual, nor can it be made retrospectively.

This document sets out the Council's policy and procedure for grants and donations with its aim of ensuring that all its award-making activity is open, transparent, fair and supports local organisations.

The Parish Council's 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.

Principles of Community Grants

The Council has a range of legal powers that can be used to award grants.

To ensure that a legitimate grant is awarded, the Parish Clerk will check that the Council is supported by a legal power, prior to the Council making a decision.

The Council can also award a grant under section 137 of the Local Government Act 1972 which gives the power to 'incur expenditure for purposes not otherwise authorised'. Any award under this power must show that expenditure versus benefit is balanced. There is a limit that a Parish Council can spend which is set by the Dept for Communities & Local Government. The limit for each year will be based on the amount set per elector (ie. number of electors x amount set per elector).

What can be funded?

- A project/service which makes Dunnington a better place in which to live, work or visit.
- It should benefit people that live within the Parish.
- There must be clear evidence to show that local people support the project/service and are involved in carrying it out.
- Funding for a new project, developing a new group or local forum.
- Funding for capital items that will help your organisation e.g. equipment.
- Events, training and/or capacity building.
- Running costs, at the Councils discretion and within annual legislative limits.

Who is eligible to apply?

To be eligible of the award of a community grant an organisation must:

- Be a community, voluntary or charitable organisation that works with the local community or specific groups.
- Have a constitution or set of rules which defines its aims, objectives and operational procedures.
- Be able to supply a copy of its latest annual accounts and demonstrate that they are checked and signed by an independent person.
- Have a bank account operated by a minimum of two joint signatories.
- Show evidence that the service you provide is needed by the community and has community support.
- Provide written quotations for capital items and works over £500.

- Have an adopted equal opportunities policy or statement.
- Where applicable, have an appropriate safeguarding policy or statement.

What/Who is not eligible?

- Awards for individuals or private businesses.
- Organisations who wish to pass on money to other individuals or groups.
- Any expenditure incurred or committed before we confirm a successful grant award.
- Projects which are the prime responsibility of other government bodies.
- Repairs and maintenance of religious buildings
- National organisations not based or connected locally.
- Loans or interest payments
- Projects which improve or benefit privately owned land or property.

Examples of some activities that can attract grants:

- Sports, recreational & play activity
- Performing arts (theatre, music etc)
- Visual arts (painting, sculpture etc)
- Media, film and video
- Museums
- Literature
- Architecture, landscape and parks
- Combined arts and festivals
- Sponsorship
- The value dimension of culture such as shared identity, memories & experiences and what people consider valuable to pass on to future generations.

Conditions

- Grants will not be awarded to individuals.
- Awards must only be used for the purpose outlined in the application. If the monies are not spent on the items agreed, they must be returned.
- All grants must be properly accounted for, and evidence of expenditure should be supplied, as requested.
- To fully understand your application, councillors may wish to conduct a site visit.
- Awards cannot be added wholly or partly to your reserves.
- A lower award may be offered if there are insufficient budgets to meet the whole application.
- If your project costs more than you anticipated, any shortfall must be met by you.
- The Council will only provide one grant per group/organisation in each financial year unless clear, exceptional circumstances are demonstrated.
- A successful grant award does not guarantee or imply any future funding awards but are not excluded from applying again.
- Where requested, grants will only be paid following receipt of appropriate invoices.
- A new application will be required for every grant award.
- Although personal and sensitive details will be redacted, please note that the application will become a public document when considered by the Committee/Council.
- A grant completion form must be completed at the end of your project.

Support is available for your application with regards to setting up new policies. Please contact us.

When to apply

Dunnington Parish Council considers applications twice a year in April and September, initially at its Finance Committee meetings. All applications should be sent to the Parish Clerk at least 7 days in

advance of the committee meeting. Committee meetings take place on the first Monday of each month. Only applications received by that date will be considered.

Awards will not exceed the agreed annual budget unless the Parish Council agrees to make an award under exceptional circumstances.

All groups will be treated equally.

How will decisions be made?

- All applications will be considered at the April or September, Finance Committee meeting, held on the first Monday of the month.
- For applications exceeding £5000 the committee will present a recommendation to the full Council at the next Parish Council meeting (held on the second Monday of each month.
- 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, the applicants own fund raising activities and of year end balances.
- The committee/council may also consider the number of direct Dunnington beneficiaries

Application for Community Grant	
◆ *Before filling in this form, please read the Community Grants Policy (attached).* ◆ *Please answer all the questions, writing 'not applicable' if the question is not relevant.*	
Section 1 – Project Details	
Brief details of the proposed project and the purpose for which the grant will be used:	
How will the grant award benefit the community or residents of Dunnington?	
Total cost of project	**£**
Itemise the costs where possible.	
Amount of grant requested	**£**
If other sources of funding are being applied to, please give details	

If other sources of funding are not being approached, how will the project be funded? (*Include details of any amount budgeted by your organisation*)	
Details of grants awarded by Dunnington Parish Council in the last five years	

Section 2 – Local Voluntary Organisation

Name of Organisation:	
Chairman	Secretary or Treasurer *(Delete as appropriate)*
Name:	Name:
Address:	Address:
Telephone No:	Telephone No:
Email:	Email:
What does your organisation do/provide?:	

Do any of the Officers (committee/board/trust members) receive remuneration or other financial benefit from the organisation?	Yes	No
Are you a registered charity?	Yes	No
If yes, please provide your charity number		
Does the organisation have a constitution (or similar document) that defines the organisation's objectives?	Yes	No
Does the organisation have an Equal Opportunities Policy?	Yes	No
Does the organisation require at least two signatories to issue payments against the organisation's bank account?	Yes	No
Do the majority of your organisation's members reside in Dunnington?	Yes	No

The Council may wish to discuss your application with your representatives. Please supply details of two representatives who will be willing to attend a meeting with nominated Councillors:

1st Representative	2nd Representative
Name:	Name:

Dunnington Parish Council

Address:	Address:
Telephone No:	Telephone No:
Email:	Email:

Supplementary Questions:		
Has the project that you require funding for already happened?	Yes	No
Will you be passing any of the award on to any other groups/individuals (except to pay for goods and services)?	Yes	No
Is the funding for work with vulnerable adults/children	Yes	No
If yes, do you have the support of adult or children's services at City of York Council?	Yes	No
Please provide contact details:		

Please provide bank account details that the grant should be paid into if approved:

Name of Account:	
Bank:	
Sort Code:	
Account Number:	

Dunnington Parish Council

Terms and Conditions

- The Parish Councils decision is final.
- A signed agreement form will be required, prior to release of the funds.
- Grants must be used for the purpose for which they are awarded.
- Grants must be spent within 6 months of the date of the award. (This period may be extended to 12 months with prior agreement of the Parish Council).
- The contribution of Dunnington Parish Council must be acknowledged in all publicity for the project/event/equipment for which the grant was awarded.
- Successful applicants must agree to Dunnington Parish Council monitoring the use of the award and must provide a report outlining how the funding was spent upon its completion.
- Successful applicants must return the Grant Completion Form at the end of their project which includes the requested evidence of expenditure.
- The organisation must be open and accessible. If it does not already have an equal opportunities policy, it must agree to adopt & implement one.
- The organisation must meet statutory health and safety requirements relating to the use of premises, provision of services and employment of staff where applicable.
- The organisation must ensure that all necessary permits and licences have been obtained for any event or project funded by the grant, and that the event or project complies with all relevant regulations.
- The Council can reclaim the grant in part or in full if:
    - The organisation ceases to operate or exist within twelve months of the grant being spent;
    - The grant is used for any purpose other than that agreed without prior permission;
    - Any changes within the organisation or its activities occur within twelve months of the grant being spent, which would make the organisation ineligible under the awards criteria;
    - The organisation breaches any of these terms and conditions, including the requirement to submit monitoring information and evidence of expenditure when requested to do so.