



Oldbury on Severn Parish Council

Grant Funding Policy

Revision history

Date	Version	Notes / Key Changes
01.09.20	1.0	First adoption

Eligibility

Oldbury on Severn Parish Council is committed to supporting groups and organisations which provide benefit to residents of the parish. The organisation does not necessarily need to be based in the parish, but there must be clear benefit to all or a proportion of our parishioners.

Applications towards a range of purposes will be considered, including purchase of equipment, one-off events and general running costs. However, regular contractual costs (such as rentals and salaries) will not be funded.

Funds cannot be awarded to individuals, to private business projects, for religious purposes or where another authority has a statutory duty to provide.

National charities will not normally be funded, but a local branch of a national charity may be considered if there is clear demonstration that the grant will bring local benefit.

Funding

Funds are set aside in the annual budget for provision of grants. The total amount for the year should not normally be exceeded, though the council may give consideration to using additional funds in exceptional circumstances. Any unused budget allocation at the end of a financial year will be carried forward as a reserve to the following year. Any group which applies for an amount which cannot be met from the annual budget should be invited to resubmit their application in the following April, for consideration at the first meeting of the next financial year.

Grants awarded will not normally exceed £150 or 75% of the total project cost, whichever is lower.

The Clerk is responsible for screening received applications and ensuring that the requested funding falls within both the allocated budget amount and the council's legal powers. Where the only power available is S137¹, the Clerk must make sure that there is sufficient amount remaining in the annual permitted spend under that power.

Grants in kind

Where an organisation is applying for grant funding towards purchase of goods or services, it may be more tax efficient for the council to purchase the goods or services directly and donate them to the group. In this case the Clerk will be responsible for ensuring that relevant VAT rules are followed and the goods/services must be ordered by the council, not by the applying organisation. The goods/services must be donated in full (i.e. the organisation cannot be paying any part of the invoiced cost).

¹ Local Government Act 1972, Section 137 *Power of local authorities to incur expenditure for certain purposes not otherwise authorised*

Application process

Organisations applying for funding will be required to provide sufficient information for the council to be assured that the organisation is well managed, financially sound and that the funding will be used appropriately. Organisations will be asked to complete the application form (Appendix A) and may be asked to provide more information and/or to attend a council meeting to give further details if felt necessary.

Grant recipients may be asked to provide a brief report on their use of the granted funds, or to send a representative to the annual parish meeting to report on the benefits obtained.

Repeat applications

In order to allow a range of funding opportunities, grants will not normally be awarded to the same organisation within two years.

Appendix A

Application for Grant Funding

Oldbury on Severn Parish Council considers applications from Community Groups, Associations and Charities to support organisations and activities which are of benefit to our community.

Applications towards a range of purposes will be considered, including purchase of equipment, one-off events and general running costs. However, regular contractual costs (such as rentals and salaries) will not be funded.

Please note that funds cannot be awarded to individuals, to private business projects or where another authority has a statutory duty to provide funds. If you are unsure as to the eligibility of your request, please contact the Clerk for advice.

The council meets on the first Tuesday of alternate months; the date of the next meeting can be found on the community website www.oldburyonsevern.org.uk. Providing your application is received at least a week before the meeting date, it will be considered at the next meeting.

We want to make sure the money is used in the best possible way on behalf of residents. Please provide the information requested below to enable us to do this. You may continue on a separate sheet and/or attach relevant documents if you need to.

We may request further information regarding the project and the financial situation of the organisation, or invite a representative to attend the council meeting to give further details.

YOUR ORGANISATION	
Name of organisation	
<i>Contact details of person making the application</i>	
• Name	
• Address	
• Telephone	
• Email	
• Role (eg chairman, treasurer)	
What are the aims of the organisation?	
What are its main activities?	
Roughly what proportion of your members/beneficiaries are residents of Oldbury on Severn Parish (includes Shepperdine, Cowhill and Kington)?	
Are you applying for a grant for a one-off activity or project, or are you likely to request funding for similar costs on a repeat basis?	

YOUR ACTIVITY/PROJECT	
For what purpose will the grant be used?	
How will this grant benefit the residents of Oldbury on Severn Parish?	
How much will this activity/project cost? (You may be asked for quotes/ estimates)	£
How much are you requesting from the Parish Council?	£
Where will the remainder of the money come from? (eg. your own reserves, fundraising, other grants)	
When will the funding be required?	
<p>Please provide the following information:</p> <ul style="list-style-type: none"> • Copy of the constitution or other governing document of the organisation • Copy of the most recent audited accounts and balance sheet, or if not available, a copy of the most recent bank statement 	
<p>To be signed by the person named as contact above: (Typing of name is sufficient for electronic submissions)</p> <p><i>I submit this application on behalf of the stated organisation and believe all statements made or enclosed to be true. I will ensure that any funding received is formally acknowledge by provision of a receipt or signed letter.</i></p>	
Signed	

Please return the completed form with supporting documents to:

<clerk's details>

oldburyonsevernpc@gmail.com

(Submission via email is preferred.)