

# COLWICH PARISH COUNCIL



## SMALL GRANTS POLICY

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PD012 SMALL GRANTS POLICY



# Small Grants Policy – PD012

## Revision history

**This document was originally written by:**

<b>Name</b>	<b>Position</b>	<b>Date</b>
Michael Lennon	Clerk	

**This document version was reviewed by:**

Policy Committee

**This document version was approved by:**

Full Council

Chairman of Council	A. C. Billingsley	September 2018
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**Document Review Schedule:**

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## Revision History

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1	May 2016	PD012	Initial Issue	NA
2	September 2018		Annual review	1-6



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## **1 Introduction**

- 1.1** Colwich Parish Council (the Council) has the power, under various sections of the Local Government Act 1972, but not the obligation to make grants available to local community, voluntary and not-for-profit groups in the parish.
- 1.2** The Council is funded by the residents of Colwich parish via a charge on the Council tax collected by Stafford Borough Council. It has, therefore, only limited funds available to assist groups who must demonstrate that they are working for the benefit of the Colwich parish community in an inclusive manner. Grants will be distributed by the Council in a fair and equitable manner to reflect the value and contribution of the organisation to the local community.

## **2 Aims of the Grant Making Programme**

- 2.1** The Council provides grants to support the following aims:
- 2.1.1 To enable local people to participate in voluntary groups and activities.
  - 2.1.2 To help the parish's voluntary groups to improve their effectiveness.
  - 2.1.3 To support organisations which meet the needs of people experiencing social exclusion or economic difficulties.
  - 2.1.4 To ensure there is equality of access and opportunity for all residents of the parish to the services it provides and funds.
  - 2.1.5 To improve or enhance the local environment
- 2.2** In all its considerations, Colwich Parish Council will aim for value for money for the local taxpayer.

## **3 Who can apply?**

- 3.1** Grants will only be considered for groups and organisations (referred to as groups) which are able to demonstrate a need for financial support to benefit the local community and/or are providing a service in the parish. At the Council's discretion, it may consider groups and organisations out of the parish providing the service or activity is of direct benefit to parish residents.

## **4 Conditions of Awards**

- 4.1** The following will not be considered for support:
- 4.1.1 Applications by individuals.
  - 4.1.2 Regional or National organisations, unless they are for a specific project benefitting residents of Colwich parish.
  - 4.1.3 Commercial organisations.
  - 4.1.4 Purposes for which there is a statutory duty upon other local or central government departments to fund or provide.
  - 4.1.5 "Upward funders" i.e. local groups where fund-raising or a tithe of all funds is sent to a central HQ.

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- 4.1.6 Political parties.
- 4.1.7 Activities of a predominately-religious nature.
- 4.1.8 Financial assistance for property relating to any Church in line with the Parish Councils Act 1894 section 8. This will include, but is not limited to, a Church, a Church hall or a church graveyard including amongst others maintenance of the walls, headstones and grass cutting.

**4.2** The following conditions will apply to all applications:

- 4.2.1 The grant must be used for the purpose for which the application was made.
- 4.2.2 If the group is unable to use the award in the agreed timescale and for the stated purpose, all monies must be returned to the Colwich.
- 4.2.3 All awards must be properly accounted for and evidence of expenditure supplied to the council if requested. The Council reserves the right to request a refund of any or all monies awarded if it is dissatisfied with the information provided.
- 4.2.4 The awarding of a grant should not be seen as an ongoing commitment.
- 4.2.5 A fresh application, on the Council provided application form, is required each year.
- 4.2.6 The Council reserves the right to discontinue the grant programme.

## **5 Application Process**

**5.1** Applications will only be considered when:

- 5.1.1 They are made via the Council's approved application form.
- 5.1.2 They are accompanied by details of the group's constitution and management board.
- 5.1.3 The form has been signed by an appropriately authorised person on behalf of the group or organisation.
- 5.1.4 Estimates, competitive quotations and specifications have been included if appropriate.
- 5.1.5 They are accompanied by a copy of your group's latest accounts.
- 5.1.6 Details of the organisation's accounts have been provided confirming that it holds a separate bank account controlled by more than one signatory.
- 5.1.7 Details of the membership, both within and outside Colwich parish, have been noted on the application form to demonstrate the benefit of the group to Colwich parish residents.
- 5.1.8 Details of your organisation's constitution and management committee have been supplied.
- 5.1.9 The group has demonstrated what active steps it is taking to encourage engagement from all sections of the Colwich parish community including, amongst others, young people; older people; Black and Minority Ethnic



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(BME) groups and individuals; Lesbian Gay Bisexual and Transgender (LGBTQ+) groups and individuals and people with disabilities.

- 5.1.10 The form has been returned by the noted deadline. It would be useful if a member of the organisation or group were available to receive the grant award ahead of the Full Council meeting where a photograph will be taken for inclusion on the Parish Council website and/or the Council Newsletter.

**SIGNED**

COUNCILLOR ADAM BILLINGSLEY,  
PARISH COUNCIL CHAIRMAN