



MANEA PARISH COUNCIL

GRANT AID POLICY

1. Introduction

A grant is any payment or gift made by Manea Parish Council (MPC) to an organisation for a specific purpose that will benefit the Parish, or residents of the Parish, and which is not directly controlled or administered by the MPC. The law requires that Section 137 grants must be "in the interests of or will directly benefit the area or its inhabitants, or part of it, or some of it" and "the direct benefit should be commensurate with expenditure". Similar considerations will apply when considering applications for other grants.

2. Who can apply?

Local community groups, voluntary organisations and sports/recreational clubs, all must be of a non-commercial nature.

3. Policy

It will be the responsibility of any grant requester to demonstrate that they have sought, partly secured and exhausted all other avenues for financial support before applying to MPC for grant aid.

Awarding any grant will be at MPC's absolute discretion, to organisations which can demonstrate a clear objective which will benefit the Parish by:

- . Providing a service or activity to parishioners
- . Enhancing the quality of life in the Parish
- . Improving the environment of the Parish
- . Promoting the Parish in a positive way

Grants can normally only be used for capital projects, or one-off equipment acquisitions, or for 'seed funding' to enable a new activity to begin or to get established, and NOT for continued revenue support to meet the running costs of the concern.

MPC will NOT award grants:

To any organisation if the parishioners of Manea are not benefitting

- . To private individuals
- . To commercial concerns

For purposes for which there is a statutory duty upon other bodies to fund, or provide, or it is deemed it is the applicant's responsibility to seek funding from its 'parent' organisation.

Where the applicant's organisation could, but is unwilling to, meet their own costs 'Upward funders' ie: local groups where fund raising is sent to a central HQ for redistribution.

- . Political parties
- . Religious organisations - unless for a purpose which does not discriminate on grounds of belief

This list is not exclusive, and may be added or amended to at MPC's discretion.

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 and will need to be supported with reasonable evidence that further financial support from MPC will not be required either within that year of the grant request or in future years.

Grants will not be made retrospectively.

Each application will need to meet the above criteria and assessed on its own merits. However, to ensure as fair a distribution as possible of available funds, MPC will take into account the frequency of any previous awards. Due account may also be taken of the extent to which funding has been sought or secured from other sources or fund raising activities.

The availability of funds is dependent on MPC's overall financial position and the choices it makes when allocating its resources.

4. Application Procedure

All applications are to be made on a form that can be obtained from the Parish Clerk/Responsible Financial Officer.

Details for grant aid will include:

- . A completed application form

- . The number, or percentage, of members that belong to the organisation that live within MPC boundary
- . Details of any restrictions placed on who can use/access their services or activity
- . Confirmation that it complies with equal opportunities rules or gives details of its own policy
- . Confirmation that the applicant 's organisation meets all statutory and other requirements (eg: Health & Safety, Insurance Liabilities, Qualified Personnel, appropriate Risk Assessment) and any particular policies that MPC have agreed eg: Safeguarding
- . confirmation that the organisation will normally be expected to have clear written aims and objectives, a written constitution, and a separate bank account controlled by more than one signatory, grants will NOT be paid to individuals.

Grant applications will be considered by MPC at parish council meetings. If grant requests are successful they will be paid in accordance with the financial rules followed by MPC.

In any year, MPC will not be able to consider grant applications in that financial year if all available budgeted resources have already been expended in that year.

Nothing contained herein shall prevent MPC from exercising, at any time, its existing duty or power in respect of providing financial assistance or grants to local or national organisations under the provisions of the Local Government Act 1972, Section 137.

5. Successful Applications

A grant award must only be used for the purpose stated on the application. If the organisation is unable to use the money, or any part of it, for the purpose it was awarded, then all the monies, or unexpended part of such monies must be returned to MPC. MPC may request proof of expenditure.

Organisations receiving grants are required to advise users/members that the grant or equipment has been received from MPC. Where appropriate, MPC may require a notice to be affixed. Where equipment is gifted to an organisation, MPC requires that it be used and maintained at the expense of the user.

6. VAT

MPC grant awards will not cover reclaimable VAT. If an organisation is unable to recover the cost of the VAT then there is the option for MPC to pay the relevant bill and then reclaim the VAT (as long as the invoice is made out to MPC). MPC will then 'gift' the purchased item to the applicant's organisation.

7. LOANS

MPC will not offer loans to any organisation under any circumstances.

8. Repayment of Grant

Should any organisation that has received a grant from MPC cease to operate or exist, any grant must be repaid to MPC if less than 1 year has passed since the grant was paid, if there are any available funds that the organisation has at the time when it ceased operations. MPC grants should not be held by the organisation in the hope of a restart. Any organisation starting up again after a period of in-activity of more than 1 year may apply for grant aid from MPC in the usual way.

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