

Upper Hardres Parish Council

Grants Fund Policy 2024

Objective:

It is Upper Hardres Parish Council's objective to allocate a grants budget from its Restricted Reserves and to ensure that any grant it awards is for the greater benefit of Upper Hardres residents and the community of Upper Hardres.

Background:

The Local Government Act 1972 section 137 makes provision for Parish Councils to provide financial support, up to a fixed amount, for the benefit of residents of the Parish. The total annual amount available to a Parish for this purpose is prescribed by Government and is a 'resident rate' times the number of residents on the Parish Electoral roll. The resident rate is linked to the Retail Price Index. For 2022/23, it is £9.93 per elector.

From NALC website: The Department of Levelling Up, Housing and Communities (DLUHC) has notified the National Association of Local Councils (NALC) that the appropriate sum for section 137(4)(a) of the Local Government Act 1972 (the 1972 Act) for parish and town councils in England for 2023/24 is £9.93.

The Policy:

1. S137 Limit

The Clerk will keep the Council informed of the current annual S137 limit.

2. Grant Application Requirements

- 2.1. Applications for grants can only be considered from organisations whose work benefits Upper Hardres Parish and its residents.
- 2.2. Applications for grants will not be considered unless the Upper Hardres Parish Council Grant Application form has been completed.
- 2.3. Applications from individuals cannot be considered, nor can applications where the grant would benefit an individual.
- 2.4. Applications for retrospective grants, where a project has already been completed, cannot be considered.
- 2.5. Grant applications must show evidence of Match Funding and provide financial statements in support of the application.
- 2.6. The Council will only consider one grant application per organisation per financial year unless there are extenuating circumstances.

3. Type of Grant

Upper Hardres Parish Council has made provision for the following:

3.1. Scheduled Grant

A scheduled grant application is one where an application is received and considered according to the following annual schedule:

30 April: Last date by which an application form must be submitted to the Council.

May: All applications are considered at the Annual Meeting of the Council in May.

Successful applicants will be informed of the Council's decision after this meeting.

Grant payments will be issued to successful applicants by the end of May.

4. Grant Allocation

4.1. Total Grant Fund

The total sum available for all grants varies year upon year, but is to be set at a maximum of £500 per year, for as long as funds allow.

4.2. Maximum per Application

The Council will not consider a single grant application that exceeds £250 unless there are extenuating circumstances and all other approved grant applications can be satisfied.

4.3. Minimum per Application

There is no minimum amount per application.

4.4. Grant Fund Shortfall

Where the total value of all grant applications exceeds the available funds and the Council considers the applications of equal merit, the Council may offer a reduced grant to applicants.

4.5. Grant Payments

Payments for the total amount of approved grants will be issued at the end of May.

5. Ongoing Grants

Repeat applications for grants year upon year will not normally be considered unless there are exceptional circumstances that the Council considers an appropriate use of its grant fund. For example, the need to prevent a worthwhile project from stalling or failing and other funding is not available. Such grants cannot exceed three years unless the applicant can demonstrate that other attempts at funding have been made.

6. Grant Spend

6.1. Proof of Spend

A recipient of a grant must provide evidence of how the grant was spent in the form of a written report, supported by financial evidence where available. The report must be received by the Clerk by the end of April in the year following receipt of the grant. The report will become a document available for public inspection at the Annual Parish Meeting in May of that year.

7. Grants Policy Distribution and Maintenance

- 7.1.** The Clerk will retain the master copy of the Policy.
- 7.2.** Copies of this Policy will be distributed to all Upper Hardres Parish Councillors.
- 7.3.** A copy of this Policy will be given to all grant applicants.
- 7.4.** The Policy will be reviewed at the beginning of each term of the Parish Council.

Upper Hardres Parish Council

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