

## **KIRKBURTON PARISH COUNCIL**

### **GENERAL GRANT SCHEME – RULES & CRITERIA 2017-18**

#### **Introduction**

The aim is to make Parish Council grants more accessible to community organisations, whilst ensuring that proper controls are in place to safeguard public funds. The guiding principle is that there must be a benefit to the Parish or to specified groups of Parishioners. To that end, the General Grants Scheme has been established. The Community Projects and Environment Grants have been abolished as specific categories and instead their aims have been included in the General Grants Scheme.

Emergency Grants have been withdrawn, but there is provision for an application under the General Grants Scheme to be considered even if "out of time" if circumstances are such as to constitute an emergency. In an emergency situation Grants Committee may recommend to Council that a grant be made even if it would entail breaching the set budget.

Start-up Grants have been withdrawn. Applications for funding from a new organisation will be directed to the General Grants Scheme.

Defibrillator Grants have been withdrawn. Applications for funding for defibrillators will be directed to the General Grants Scheme.

Library Grants have been withdrawn. Applications for grants to fund libraries will be directed to the General Grants scheme.

Because of their nature the existing Small Annual and Clock Grants schemes may be better treated outside the General Scheme. To this end a Special Grants Scheme has been established.

Council may establish a single Grants budget line to encompass both General and Special schemes.

#### **RULES AND CRITERIA**

There will be are sections within the scheme: Small grants of up to £750, which may cover up to 100% of the cost of the project; Medium grants of between £751 and £2,999, which may cover up to 80% of the cost of the project; Large grants of £3,000 and upwards, which may cover up to 50% of the cost of the project. There will be a maximum grant of £5,000, or any other figure which Council may from time to time decide, for any one application. In the case of Medium and Large grants the applicant must indicate how the remaining cost of the project will be funded before money is released by the Council.

The General Grants Scheme will be administered by the Clerk, who will decide on the eligibility or otherwise of any application. Decisions on eligibility may be delegated at the discretion of the Council. The Council may decide to impose restrictions on the date(s) by which applications must be received and may set budgetary limits, either for the scheme itself or for any section therein. The Grants & Community Projects Committee may refer an otherwise eligible application for more than the set maximum amount, but without recommendation, to Council for decision.

Notwithstanding the foregoing, Committee may make recommendations to Council in the event of receiving an emergency application. Such emergency recommendations must follow the general criteria for grants, including maximum grant allowable, but may be made without regard to timing or budgetary constraints. Any grant made would be charged to the General Grants budget line and would reduce the amount available for later grants. It is a matter for the Committee to decide if a situation is "an emergency".

Eligible applications will be considered by Committee, which will make recommendations to Council. The Committee may recommend payment of an application in full or in part, or may recommend refusal. With the exception of an emergency situation, the Committee may NOT recommend any payment which exceeds the budgetary limit for the category adopted by Council or which would breach any overall budgetary limit imposed by Council. The Committee, at its discretion, may defer consideration of any application before it.

The eligibility criteria for the Grants Scheme, which all applicants must satisfy in full, shall be that:

1. Applications must demonstrate a benefit to the Parish in general, or to a defined section of Parishioners (for example children, over-60s). It is permissible to make an application which restricts benefit to residents of a named village community within the Parish. "Benefit" here includes maintenance of or improvement to the local natural or built environment.
2. Grants may NOT be made to an individual, and may only be made to an organisation which:
  - a) has a written constitution which states the name and aim(s) of the organisation; states the eligibility criteria for membership; requires that there is an AGM at which Officers are to be (re-)elected for a term of office not exceeding 15 months; requires that such Officers are at a minimum Chair, Secretary and Treasurer.
  - b) has an active Bank or Building Society account.
3. On first application for a grant the organisation must supply a copy of its Constitution along with the name and address (including email where applicable) details of its Officers to the Clerk. There must be a contact telephone number for at least one responsible Officer included. On a second or subsequent application the organisation must either confirm that these details are unchanged or must state any changes (including details of Officers and contact telephone number) which have been made since the most recent application.
4. The Grants Committee should have information on the financial standing of any applicant organisation, but may choose not to be influenced by this. The minimum necessary information required to be submitted with the first application by an organisation in any municipal year is:
  - a) For an application for a grant of £750 or under, the applicant must provide a copy of its latest bank statement.
  - b) For an application for a grant of £751 or over, the applicant must provide its accounts for the financial year immediately preceding the date of the application. These must be accompanied by a certificate detailing any allocated ("ring-fenced") amounts and the reasons for them. Such certificate to be signed by two of the officers.
  - c) Second and subsequent applications for a grant within the same category and municipal year may simply be accompanied by a statement that financial details have already been supplied.