

## ST MICHAEL PARISH COUNCIL

The Parish Council does not have a postal address; applications may be made by email to [parish.clerk@stmichaelpc.org.uk](mailto:parish.clerk@stmichaelpc.org.uk) OR please telephone 07542 568476

### Grant Application Form

We want to make this process as straightforward as possible. However, all our money comes directly from the council tax payers living in the St Michael Parish Council, area, through St Albans District Council, and we are publicly accountable for how we decide to spend the funds.

For this reason, we have agreed a formal policy which governs the way we award any grant or donation. The terms and conditions are printed below this form, and are also published on our website (address above). We encourage you to read them in full.

The details you supply when returning the form below should normally be enough for us to make a decision about paying a grant, although if we believe we need any further information we will tell you as quickly as we can. If you have any queries or concerns, please contact our Clerk who will guide you through the application.

Please send us this form a minimum of 7 clear days before the next meeting date –see our website, or telephone for the dates. A member of your organisation would be welcome at the meeting to hear the decision, but we will of course inform you in writing of the outcome.

Please note that while applications can be made at any time, there is no guarantee that funds will remain available throughout each financial year. Please also be aware that there is an upper limit that may be paid out as a single grant, currently £250 (March 2023).

#### ***As your organisation's representative, please provide YOUR name and contact details***

<b>Name</b>	
<b>Address</b>	
<b>Telephone</b>	
<b>Email</b>	

**Data Protection Act** - All the information you enter on this form will be stored and held in accordance with the Data Protection Act 2018 and used by St Michael Parish Council solely for the purpose of analysing and recording grants.

#### ***Please give us details of your organisation/group***

<b>Name</b>	
<b>Registered charity number, if applicable</b>	

<b>Address - or, if there is no fixed address, where do you usually meet?</b>	
<b>Website address, if you have one</b>	
<b>Briefly, what does your group/organisation do, and how does that benefit the St Michael parish area, and/or its residents?</b>	

<b>What is the project for which you would like the grant?</b>	
<b>Amount requested</b>	
<b>Have you started this project or spent any money on it so far? If so, how much?</b>	
<b>Have you applied for <u>any</u> other grants in this financial year from another organisation(s) – either for this project, or for anything else? Please provide details.</b>	

<b>We will need to see receipts or invoices, please confirm you will be able to supply these later.....</b>	
<b>... and similarly the annual financial accounts</b>	
<b>Does your group/organisation have a bank account, requiring a minimum of 2 signatories to operate</b>	
Answering "No" to one or more of the 3 items in this section will not necessarily mean we cannot pay a grant, but we will need to discuss options with you before agreeing to release any money.	

<b>I confirm that, to the best of my knowledge, the information contained in this application is true and accurate.</b>
<b>Signed</b> .....
<b>Name</b> .....
<b>Position in the organisation</b> .....
<b>Date</b> .....

## St Michael Parish Council Grants and Donations Policy

The Parish Council may make donations or award grants under Section 137 of the Local Government Act 1972 (S137 LGA 1972). This allows limited expenditure on anything outside our statutory activities which, in the opinion of the Parish Council, is in the interests of the parish or its inhabitants. There is no obligation to spend all or any part of the S137 limit in any year, nor does any unspent amount "roll over" to accumulate in another year.

As with all its expenditure, any sum that the Parish Council decides to award in grants or donations has been funded by residents' council tax bills, and we are very mindful of the need to use public money wisely and with transparency.

For the purposes of this policy, a **grant** is any payment made by the Parish Council to an eligible group or organisation, for a specific purpose that will benefit the Parish, or its residents (whether permanently or temporarily settled in the Parish) and which is not directly controlled or administered by the Parish Council. The Parish Council may exceptionally decide to make a **donation** to, or respond to an appeal from, an organisation which has not submitted an application, but which similarly provides benefit to the Parish or its residents.

**Eligibility** The Parish Council may in its absolute discretion award grants or donations to groups or organisations with charitable, benevolent, social, cultural, recreational or philanthropic aims and purposes. Organisations will normally be expected to have a written constitution, and a separate bank account controlled by more than one signatory. Conditions may be added, removed or varied at the discretion of the Parish Council, taking into account the group or organisation's individual circumstances.

In all cases, there must be a clear need for financial support to achieve an objective which will benefit the Parish, for example by:

- providing a service;
- enhancing the quality of life or improving the environment;
- promoting the Parish in a positive way.

The Parish Council reserves the right to refuse any grant application. In particular, the Parish Council will **not** approve grants to:

- private individuals, commercial organisations or political parties;
- religious groups, unless for a purpose which does not discriminate on grounds of belief;
- any organisation which in the view of the Parish Council has racist, extremist or other policies which the Parish Council deems to be unacceptable;
- purposes for which other local or central government departments have a duty to fund or provide (unless devolved to the community or local level by agreement);
- "upward funders"/ "uploaders" for example local groups where fund-raising is sent to a central HQ for redistribution.

*NB, this list is not exclusive and may be added to at the Parish Council's discretion.*

**Amounts available** As part of its annual budgeting process, the Parish Council will review each January the maximum overall amount that will be available in grants and/or donations in the next financial year. Within that figure the Parish Council will also decide the maximum amount that may be paid as a single grant or donation. Currently (March 2023) this upper limit is £250.

Once the grants budget in any one year is exhausted, the Parish Council will not take any further applications, other than in exceptional circumstances and at the Parish Council's absolute discretion.

## Conditions of funding

1. The Parish Council requires applicants to complete the form at the front of this policy. Supplementary information to be requested before full consideration can be given.
2. A grant award must only be used for the purpose stated on the application, unless the Parish Council agrees in writing to a request for a change in use. Approval will not be given retrospectively.
3. Unless specifically agreed, funding must be spent within the financial year in which it is awarded. Unused funds cannot be added wholly or partly to the organisation's reserves, and must be returned to the Parish Council.
4. If a project costs more than anticipated on the application, the Parish Council will not meet the shortfall in any circumstances.
5. Any award may be paid at the discretion of the Parish Council by cheque or bank transfer.
6. Recipients will be responsible for the administration and accounting for any grant. As a minimum, the group will confirm in writing the receipt of the award for audit purposes, and evidence of expenditure, equal to or more than the total of the amount of the grant detailed on the application, should be supplied to the Parish Council when requested.
7. The Parish Council's support must be acknowledged in the organisation's publications and annual reports, including an identifiable entry in the financial accounts.
8. The Parish Council may ask for a short report on how the group spent the money. A representative would be welcome to share the report at the Annual Parish Meeting (held on an evening in May each year).
9. The Parish Council will consider only one application for a grant from a group or organisation in any one financial year. A fresh application will be required for a new request in any subsequent year.
10. The Parish Council will **not** make any ongoing commitment to award grants in future years.
11. The Parish Council will **not usually** award any grant retrospectively or if work has already commenced.

## Procedure

All applications will in the first instance be received by the Clerk who will forward details to the Parish Councillors for consideration at the next appropriate full Parish Council meeting. Any applications made less than 7 days before a meeting will usually be deferred until the succeeding meeting date, which may cause a long delay as the Parish Council meets only four times a year. Please see our website for published meeting dates.

Each application will be considered on its own merits, and by reference to this policy, although the Parish Council may make additional requirements and conditions at its discretion if considered appropriate. If further information is deemed to be necessary, applicants may be invited to discuss the application with Parish Councillors, prior to a decision being determined at a full Parish Council meeting.

The Parish Council's decision, which shall be final, will be sent in writing within 7 days of the meeting at which the application was discussed.

Adopted March 2023

Minute reference 25/2023

Review date March 2025

Chair

Clerk

