

Hartley Wintney Parish Council – Policy on Grants/Donations to Local & Voluntary Organisations

1. Statutory Provision

To encourage the formation, continued existence, and improvement of a wide range of voluntary sporting, leisure, cultural and community facilities for the benefit of the inhabitants of the Parish. Hartley Wintney Parish Council (HWPC) will consider Grant/Donation Applications for activities which it can legally support with due regard to:

1.1 Local Government Act 1972 (Section 137). “A Local Authority may, subject to the provisions of this section, incur expenditure which in their opinion is in the interests of their area or any part of it or all or some of its inhabitants.”

1.2 Local Government Act 1972 (Section 145). “A local Authority may do, or arrange for the doing of, or contribute towards the expense of the doing of, anything (whether inside or outside their area) necessary or expedient for any of the following purposes” i.e. provision and promotion of entertainment, arts and crafts.”

1.3 Local Government (Miscellaneous Provisions) Act 1976 (Section 19 – recreational facilities). “A Local Authority may contribute by way of grant or loan towards the expenses incurred or to be incurred by any voluntary organisation in providing recreation facilities which the authority has power to provide.”

1.4 The amount of grant requested is commensurate with the benefit to the community of Hartley Wintney (HW).

(Definitions- A grant is awarded for a particular defined purpose. A donation is awarded for general purposes. Both are awarded for local Parish activities only.

2. The Council’s Objectives

To encourage the formation, continued existence or improvement of a wide range of voluntary sporting, leisure, cultural and community facilities for the benefit of the inhabitants of HW.

3. The Council’s Policy

The Parish Council’s policy on grants/donations to voluntary organisations will be administered by the Finance Committee and where above £500 by Full Council; these policies are:

3.1 There is no maximum grant/donation available to any one organisation (within the budgetary limit set each year).

3.2 All grant/donation applications must be made on the appropriate form which is available on the HWPC website. Only applications accompanied by a completed form will be assessed by the council. See Section 5.

3.3 Failure to provide all requested supporting information including financial returns or financial status of the organisation or project will result in rejection of the application by the Clerk to Council.

3.4 Applicants for grants/donations may be called to make a presentation.

3.5 HWPC may stipulate payment of a grant only on receipt of invoice(s).

3.7 Applications from organisations whose prime activities are fund raising and the giving of grants/donations to needy causes represent a duplication of the Committee’s function and should be refused except in exceptional circumstances.

3.8 The Committee should judge each application on its own merits and not attempt to achieve a balance between grants to welfare and recreational organisations.

3.9 The Committee should not normally commit a future Parish Council by promising continued assistance.

3.10 Unless there are exceptional circumstances, a second application within a financial year will not be considered from organisations which have already received financial assistance from the Parish Council that year.

3.11 The Parish Council should not insist that prior to consideration of an application all other avenues of available financial aid have been explored and brought to a conclusion, however, as stated in Section 4, the extent to which an organisation has sought funding from other sources will be a consideration when applications are considered.

3.12 Organisations will not generally be given an opportunity of re-applying after a decision has been made regarding financial assistance.

3.13 In respect of sporting organisations, the Committee should give assistance only towards the purchase of equipment etc., not to off-set running expenses.

3.14 Any grant/donation made by the Parish Council must directly benefit the Parish of Hartley Wintney and its Parishioners. The Parish Council cannot make grants/donations to individuals unless the Community directly benefit. Thus, the Parish Council cannot, for example, make a grant to a disaster appeal unless the disaster in some way affected the Parish or a substantial number of Parishioners.

Grants/Donations cannot be made to fund political activities.

All proposed grant/donation expenditure must be detailed in the Parish Council's annual budget meeting, to enable calculation of the Council's precept.

The organisation making a grant/donation request should be a non-profit making voluntary organisation where membership is open i.e. no discrimination of membership on grounds of sex, race, religion etc.

The Parish Council will not fund events or activities which can be funded by the relevant participants or which can or will be self-supporting by means of donations, or grants from other organisations etc.

The Parish Council will consider applications for funds in situations:

- where there is no other way of obtaining the relevant funds;
- The funds will enable the relevant group or organisation to access or "unlock" funds or assistance from third parties; and
- Monies have been donated or raised but these are insufficient and funds are needed to bridge the resulting gap.

3.15 Where more applications are submitted than funds available the applications shall be prioritised on the above criteria.

4. The Committee's Guidelines

Within the overall framework of its policies the Committee will consider each application on its merits and may consider the following matters:

4.1 The proposed activity should be of benefit to the parish at large or its inhabitants rather than to a national organisation.

4.2 The longevity of the project/benefit.

4.3 The degree of self-help proposed by the organisation (match funding in money or physical input).

4.4 Any access to other funds and evidence of efforts to secure other funds.

4.5 The range of activities available or to be made available by the project.

4.6 Whether or not the Parish Council has made provision itself for such amenities or activities.

4.7 The degree of fund raising and self-help undertaken by the organisation.

4.8 The ability of the applicant to raise further funds via charges, membership fees, precepts etc.

4.9 The extent to which funds from other external sources are available to applicants and whether attempts have been made to secure these.

4.10 The balances and reserves held by an organisation and the degree to which these might be more than a prudent provision.

4.11 The extent of voluntary labour within the organisation towards the project.

4.12 The expected life of the project or organisation. Equipment can be given on condition that it is returned to the Parish Council if the organisation ceases to exist.

4.13 Any evidence of duplication of services or amenities.

4.14 The Committee can consider further applications in respect of later phases of a project having already had grants awarded earlier. This further grant will be subject to Section 3.10.

4.15 If an invitation is received by an individual councillor to attend a function being held by a grant/donation receiving body, the decision as to whether to attend should be discussed with the chairman. Attendance should only be as an accredited representative of the council to avoid any possibility of an accusation of gaining pecuniary interest.

5. Conditions

5.1 The Parish Council will assess applications with particular reference to the number of Parishioners likely to benefit, or whether any particular category of Parishioners would receive specific benefit (e.g. children, the elderly, persons with any form of disability etc.)

5.2 Where a request for a grant/donation is agreed, the Council shall determine the amount, using the figure stated by the applicant as a guide only.

5.3 The grant/donations shall be used only for the stated purpose otherwise the monies shall be returned to the Council, except where the Council's prior written consent has been given for the funds to be used for another purpose.

5.4 The Council may request that applicants provide written feedback explaining how the grant/donation has benefited their group/organisation. If feedback is required, this will be communicated in the decision letter.

5.6 The Council reserves the right to request repayment of any grant/donation where an applicant does not comply with these conditions.

6. Applications

Applicants should submit their application on the form available on the HWPC website: [Grant/Donation Application Form](#) Applicants are invited to support their application with a letter giving details of the organisation, including membership or user numbers where applicable. The letter should include details of any other sources of funding either applied for or secured. Applicants must also submit an up to date set of accounts with their letter. The application will then be presented to Members for consideration at the next Committee or Full Council Meeting.

7. Additional information

For further information, please contact the Executive Clerk or the Chairman of the Policy Committee.

Amendment Record

- Version 1: Initial Issue as Interim Policy – 24th April 2013
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- Version 2: Initial Issue as Interim Policy – 20th March 2017
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