

Compton Parish Council

Grant Allocation Policy

Version number	6.0	Minute reference	19/20-163
Adopted by	Full Council	Review due	Annually
Date adopted	4 th November 2019	Review date	May 2020

1. Compton Parish Council adopted the General Power of Competence at their meeting held on 2nd September 2019. The General Power of Competence remains in place until the next ordinary election, scheduled in May 2023. It is the General Power of Competence that will be used to provide grant funding until such a time that the Council assesses it no longer meets the criteria after an ordinary election.
2. Compton Parish Council shall include a budget line for grants each year. A maximum of 15% of the yearly grant budget can be awarded to any group, organisation or charity. Applicants should check the 'Grants' page on the Compton Parish Council website to obtain up-to-date information on this figure before applying.
3. The provision of grants will be divided into a Primary allocation and a Secondary allocation. The Primary allocation will be the larger percentage of 80% unless agreed otherwise by the Council when setting the Precept. The Secondary allocation will be the residual amount. The Primary allocation will be awarded to qualifying groups in October of each year unless otherwise adjusted at the Annual Meeting of the Parish Council (in May). The Secondary allocation will be used to support ad hoc requests from qualifying groups received after October and before the end of the precept year.
4. Financial grants will only be made to charities, voluntary organisations or constituted groups for the benefit of the residents of the Parish of Compton. The Council will only provide funding to assist organisations that are not based in the Parish of Compton on a pro-rata basis for local residents using that service.
5. Grants will not be made to:
 - i. Applicants who have not completed the application form in full;
 - ii. Organisations that do not have a bank account, except where resident(s) of the Parish utilise Council Owned assets to provide a service to their locality (e.g. Street). In this case the resident(s) must provide a full breakdown of the intended expenditure with their application and include a full breakdown of income and expenditure of previous grants made by the Council (if any);
 - iii. Organisations or individuals that discriminate on the grounds of race, age, gender, disability, sexual orientation or religion;
 - iv. Private organisations operated as a business to make a profit or surplus;

- v. 'Upward Funders', i.e. local groups whose fund raising is sent to their central HQ for redistribution;
 - vi. Individuals;
 - vii. Organisations whose activities are statutorily funded.
6. Grants will not normally be made for ongoing running costs. Where an application is for running costs, the applicant should detail the plans to find future running costs from alternative sources. Where grants for running costs are made, no guarantee of future funding is implied.
 7. The Council will only consider grant applications in excess of the value of 15% of the yearly grant budget in exceptional circumstances where a significant and wide-ranging community benefit is clearly demonstrated in the application form.
 8. The Council will only provide one grant per group or organisation in each financial year, unless clear, exceptional circumstances are demonstrated.
 9. The Council will not make grant funding on a retrospective basis.
 10. The Council give preference to organisations that have not received a grant from Compton Parish Council in the previous three financial years.
 11. The Council will give preference to applicants who can demonstrate how one-off grant funding will lead to greater self-sufficiency and lessen the need for future applications.
 12. The Council (or an appointed committee) will scrutinise the applications and will agree the successful organisations and the amounts to be awarded. The Council will agree the grants to be awarded in the Primary Allocation at their October meeting. All applications for the Primary Allocation must be received by 15th September.
 13. Ad Hoc requests will be considered at normal monthly meetings using the same guidance and process as the Primary Allocation.
 14. The Council will use the following guidance in considering applications:
 - i. Provide opportunities in the village to save travel to other locations;
 - ii. Protect/enhance the AONB and environment;
 - iii. Protect/enhance the community of the Parish of Compton;
 - iv. Support the extension of services into the rural location;
 - v. Support activities across the age spectrum (e.g. Youth and Older generations);
 - vi. Sporting activities;
 - vii. Support specific projects rather than running costs;
 - viii. Start-up grants.
 15. Payments will be made to successful applicants after they have been approved at the next Full Council meeting following the one at which the application has been determined, e.g. applications approved at the October meeting will be approved at the November meeting.

16. Payments will normally be made by direct transfer to the organisation's bank account.
17. Any monies not allocated will be carried over to the following year and will added to the Grant figures for the new financial year.

Compton Parish Council

Grant Application Form

Name of organisation: _____

Address of organisation: _____

Contact name: _____

Position in organisation: _____

Contact email address: _____

Aims and objectives of your organisation. What does your organisation do and how does it benefit the residents of the Parish of Compton?

How many members do you have? _____

What percentage are residents of the Parish of Compton? _____

How much funding are you applying for? _____

Please note Compton Parish Council will only agree allocations over 15% of their yearly grant budget in exceptional circumstances that are clearly detailed below. Please check the grants page on our website to check what this figure is for the current financial year.

What is the total cost of your project? _____

If your application is for greater than 15% of the grants budget for the current financial year, please give full details of the exceptional circumstance related to your request.

Briefly describe the project for which you require a grant, giving a breakdown of what the funding will be spent on.

Please be aware that the Council do not normally give grants for running costs. If your application contains an element of running costs, please detail your plans to source alternative funding for this in future years.

Please provide details of the bank account that the grant should be paid into if approved.

Name on account: _____

Account number: _____

Sort code: _____

Privacy Notice

In accordance with the General Data Protection Regulation (GDPR), the Applicant Organisation and the individual completing this form agrees that Compton Parish Council will process and hold the information on this form only in relation to our grant application. We consent to the information supplied for this application, including any personal and organisation information, being stored manually and/or electronically as part of the Council's Public function as a Parish Council. It will be held securely and treated confidentially for 6 years after the financial year in which an application is made. We understand that it will only be accessed by authorised staff members to manage the grant application process.

We also understand that Compton Parish Council will publish the list of organisations who request grants and are successful in their request. Compton Parish Council may pass details onto an official organisation where required to do so by law or contract. We understand that my data will be disposed of securely 6 years after the application and that we have the right to correct the information at any time.

Declaration

I declare that the information confirmed in this application is correct and that any grant received will be applied as detailed in the request.

Signed (electronic signature acceptable): _____

Date: _____