**Stantonbury Parish Council Grant Policy**

**Background to Policy**

This policy has been adopted to give guidance as to how the SPC should make judgments on grant applications fairly and in the best interest of our Parishioners and also to ensure that grants made are properly used and accounted for.

Underpinning this policy is the fact that all grant money allocated has come from public funds and the Council has a legal obligation for the proper administration of these monies.

Grants will be available to ‘Not for Profit’ businesses and Community Organisations that benefit the lives or people living within Stantonbury Parish.

**The Policy**

It is at the desecration of the full Council to whether a grant is awarded.

Applications can be submitted at any time and will be allocated to an individual Councillor at the first available meeting of the full Council.

It is for that Councillor to liaise with the applicant, to gather such additional information as may be necessary, including accounts and constitution.

If the grant is below £250 the Councillor can make a recommendation to the full Council so that a final decision can be taken.

For grants over £250 to maximum £1000 the applicant will have to attend a full Council meeting and pitch for the grant. After the meeting the Council will make a decision and will inform the applicant.

Only one application will be permitted per year per applicant.

In awarding any grant, the full Council shall be satisfied that the following criteria have been met:

* + 1. The benefit of the community
    2. The provision and promotion of entertainment, arts and crafts, sports,

leisure and amenities.

* + 1. The provision of open space or amenity area planting.
    2. The provision of events that enhance the community as a whole.

1. The application must come from a properly constituted body; that is; it shall have a formal constitution or terms of reference, responsible directors, trustees or an elected committee and will have up-to-date accounts. The only exceptions to these requirements will be:

* Religious organisations, for whom a constitution will not be required;
* Newly constituted organisations and groups for which accounts will not yet exist.
* Informal groups that gather for a common social purpose or other activity, having clear aims and objectives and whose members act collectively. Some form of documentation/identification of members must be produced.
* Schools or MK Council run organisations are not required to submit full accounts, project accounts will suffice.

1. Where funding is being sought to meet costs arising from a community event, the application must be supported by an events licence and written confirmation that agreement has been granted for the use of any land or buildings to be used as a venue.
2. The group or organisation’s objectives shall be of benefit, or potential benefit to residents of Stantonbury Parish.
3. The application shall be made with respect to a clearly specified purpose. This may include start-up costs for a newly constituted group or organisation, but shall exclude applications seeking running costs by established groups.
4. The timeframe for expenditure shall be set down in the application.
5. The sum total of grants made to any one group or organisation within a single financial year (1 April – 31 March) shall not exceed £1,000. Within this figure a maximum of £250 may be used on food.
6. Grants for capital equipment and contracted goods and services will only be made against a written quotation, a website print-out, or extract from a catalogue.
7. Payment will be made by cheque payable to the group or organisation concerned. Under no circumstances will cheques be made payable to individuals or third party representatives nor will payments be made in cash. Exceptionally, cheques may be made payable to the vendor of the goods or service for which the grant was made.
8. Cheques will not be released by the Council earlier than 28 days in advance of the project delivery date except where an advance deposit is a condition of the contract. In such cases – and whenever an activity is to span an extended period of time, payment of a grant shall be made in instalments in accordance with an agreement to be made between the applicant and the Council. The balance of any grant outstanding shall be ring-fenced until the activity has been completed, or otherwise terminated.
9. Where the full amount of a grant has not been spent for the purpose for which it was given, the surplus is to be returned to the Council within 14 days of all expenses having been paid. Surpluses may not be used by the applicant for purposes other than those for which the grant was approved. Should there be a need to change the terms specification of a project after a grant has been awarded, the details must be referred to the Council for their consideration before money is any spent.
10. No further applications for any remaining funds from a grant will be considered for any group or organisation.
11. The applicant shall be required to submit an account, copies of any invoices and a short report upon completion of any activity benefitting from a parish grant. This shall be delivered to the Council within 28 days of completion using the standard report form provided by the Council. In the case of on-going projects, a report will be required at 3-monthly intervals.
12. The Councillor allocated to the grant will make a follow-up appointment within the 3 months in order to ensure the terms of the grant have been adhered to. This will include photographs a report for our website and newsletter. If the terms have not been met a full refund of the grant will be expected. A formal follow up report must be filed
13. All documentation relating to a grant application and the accounting thereof shall be held on file at the Council Office for a period of 6 years.
14. Retrospective claims will not be processed.
15. The Council reserves the rights to refuse any grant that they feel that does not meet the criteria or is not beneficial to the wider community.

In cases of doubt with respect to the interpretation of the above conditions, the applicant must seek the advice and guidance of the Parish Clerk in the first instance.

Signed Dated .

Chairman