

Hill and Moor Parish Council Grants Policy

1. Introduction and Purpose of the Policy

- 1.1 Hill and Moor Parish Council (“**the Parish Council**”) has a discretion to allocate a portion of its budget each year to provide support to local groups and organisations by way of a grant. This discretionary grant funding is under s137 Local Government Act 1972 (“**s137 LGA 1972**”) although funding can also be given through other statutory provisions as may be enacted from time to time and apply to the Parish Council.
- 1.2 The Parish Council is required to comply with applicable legislation to ensure its actions are lawful. This Policy is intended to ensure that the Parish Council when considering and awarding grants acts in a lawful manner.
- 1.3 Any sections of this policy that are incompatible with primary or secondary legislation or other binding guidance or codes of conduct which may be enacted from time to time should be disregarded.
- 1.4 The Parish Council notes that the funds allocated towards any grant originate with the taxpayers of Hill and Moor.
- 1.5 Any application that does not contain the required information (including any supporting documentation) may not be treated as a valid application and thus may not be considered by the Parish Council unless such a defect is *de minimis*. The Parish Council does however retain a discretion to consider an invalid application in exceptional circumstances. Whether it is an exceptional circumstance is a matter for the Parish Council.
- 1.6 Due to the need to allocate budgets and consider the precept, the Parish Council will may not consider an application not made in accordance with the timescales provided for within this policy save in exceptional circumstances. Exceptional circumstances are a matter for the Parish Council and may include but are not limited to emergencies.
- 1.7 All applications will be considered at the May Parish Council meeting or such other properly convened Parish Council meeting. The Parish Council will discuss each application and vote on whether to accept or reject it. The Parish Council have as a matter of policy agreed that it is unlikely to exceed its grants budget, subject to exceptional circumstances and compliance with any relevant statutory requirements. Those making an application should ensure that the amount claimed does not exceed the budget.
- 1.8 The Parish Council retains a discretion to award a grant under s137 LGA 1972.

- 1.9 The Parish Council will provide brief written reasons if an application is rejected. The Parish Council will aim to circulate those written reasons within 56 days of the decision, but it may be a longer period.

2 Eligibility criteria

- 2.1 The government have set out in the legislation what the Parish Council can fund by way of a grant under s137 LGA 1972.
- 2.2 By way of summary the Parish Council can award grants under s137 LGA 1972 if **they believe** it benefits their area or residents. The benefit must be a direct benefit and commensurate with expenditure.
- 2.3 The Parish Council must not spend money on things they are required to spend money on under another provision or on things where the benefit to residents is not reasonable compared to the cost.
- 2.4 The Parish Council must not use s137 LGA 1972 grants where a more specific statutory power applies.
- 2.5 The Parish Council can help pay for costs for another local authority if it relates to that local authorities work.
- 2.6 The Parish Council can only spend money on publicity if it's part of helping the public body or voluntary organisation and the publicist is not the main purpose.
- 2.7 The Parish Council can also give funds to charities working in the UK, not for profit organisations that provide public services, special public appeals that are officially organised or supported by recognised by local authority leaders. A more detailed explanation is contained within LGA 1972.
- 2.8 The Parish Council will not provide funding for political parties nor individuals.

3 Grant Criteria

- 3.1 In order for the Parish Council to consider the grant application ["the application"], the application must set out certain important information. This must include the following:
- 3.1.1 The name of the organisation and an explanation as to why it is eligible for a grant under s137 LGA 1972;
- 3.1.2 An explanation as to what the organisation does, and how it benefits Hill and Moor;
- 3.1.3 Evidence that the person has the authority to make that grant. For example, if it is to assist a building within the Parish, such as the Church, then the **legal owner** or such

person duly authorised in writing by the legal owner, of the Church must make the application or if on behalf of a charity for a local event, it must be made by that charity, not the organiser of that event.

- 3.1.4 Evidence as to the current state of the accounts of that organisation and why it is in need of a grant from the Parish Council;
 - 3.1.5 On what specific matter the grant will be spent on and how it will directly benefit the residents of Hill and Moor;
 - 3.1.6 Confirmation when the funds will be spent, precisely what on, evidence to support the level of grant (such as quotations from suppliers etc)
 - 3.1.7 Any other information that the Parish Council may request in writing.
- 3.2 Any application that does not comply with the above, subject to the *de minimis* rule, is unlikely to be considered as a valid application.
- 3.3 It is an express condition of any grant under this policy and/or s137 LGA 1972 that the Council has a right to clawback any funds which it considers to have been misused. The Council will consider, before exercising this right, whether it is reasonable and proportionate to do so.
- 3.4 The Council will have regard to the scoring matrix when determining the application which is contained at Appendix 3.

4 Budget

- 4.1 The Parish Council is bound by strict budgeting criteria that is made by reference to a formula contained in the LGA 1972. The formula applies only to grants under s137 LGA 1972.
- 4.2 This formula is set out in language reflective of the statute below. However, to summarise, there is a monetary figure (which increases each year with inflation) [“the set amount”] that is then multiplied by the population of Hill and Moor. The “population” has a specific meaning and is not simply a headcount. The upper limit of the budget is the set amount multiplied by the relevant population of Hill and Moor.
- 4.3 The formula contained within the legislation can be summarised thus:
- 4.4 In any financial year it must not exceed the amount produced by multiplying:
- 4.4.1 such sum as is for the time being appropriate to the authority under the 1972 Act Sch.12B, by

- 4.4.2 the relevant population of the authority's area.
- 4.5 The "relevant population" is to be determined in accordance with regulations made by the Secretary of State.
- 4.6 The Parish Council must take care not to exceed its budgeted limit. For the purpose of determining whether the Parish Council have exceeded this limit, its expenditure in any financial year under s137 LGA 1972 is to be taken to be the difference between its gross expenditure under s137 LGA 1972 for that year and the aggregate of the amounts specified in s137(4B) LGA 1972.
- 4.7 These amounts include expenditure for s137 LGA 1972 purposes covered by government or EU (ERDF or Social Fund) grants, loan repayments, the expenditure of amounts raised by public subscription and amounts specified by the Secretary of State by order.
- 4.8 Where expenditure is incurred under s137 LGA 1972 the accounts must include a separate account of that expenditure.
- 4.9 If in any financial year the Parish Council:
- 4.9.1 provides financial assistance to a voluntary organisation (as defined by s137(2D) LGA 1972 or to a body or fund falling within s127(3) LGA 1972); and
- 4.9.2 the total amount provided to that organisation, body or fund in that year equals or exceeds the relevant minimum (this is a 'term of art'),
- 4.10 Then, as a condition of the assistance, the authority must require the organisation, body or fund, within twelve months beginning on the date when the assistance is provided, to furnish to the authority a statement in writing of the use to which that amount has been put. It is sufficient to provide an annual report or accounts which contain the information required to be in the statement.
- 4.11 The relevant minimum is £2000 or a higher sum which the relevant government secretary of state may specify.
- 4.12 In more straightforward terms, this means that if more than £2000 is awarded in a single grant the organisation in receipt of the grant must provide the Parish Council with evidence as to how the funds have been spent.
- 4.13 If the funds have been misspent the Parish Council has a right to clawback those funds from the said organisation. Any organisation who has misspent those funds may be subject to reporting to any regulatory organisation, the Police and/or legal proceedings brought by the Parish Council to recover misspent funds.

5 Timetable

- 5.1 The Parish Council may set aside an amount each year for grants under s137 LGA 1972 in accordance with the statutory formula. The Parish Council may exercise their discretion to set a lower budget than the maximum figure set out in section 3 above. The Parish Council when taking this decision will consider relevant factors such as (but not limited to) the overall rise in Council Tax, the cost of living crisis and the overall tax burden facing the relevant population of Hill and Moor.
- 5.2 Such decisions will be made when the annual budget is set and approved.
- 5.3 Those wishing to apply for a grant must send to the Parish Council clerk between 1 February and 31 March an application.
- 5.4 All supporting information required under this policy and s137 LGA 1972 must be included with the application.
- 5.5 The applications will be considered at the May Parish Council meeting or at such other meeting of the Parish Council as may be determined. Applicants will be advised of the outcome following the meeting and successful grant awards will be paid within 56 days of the decision.
- 5.6 If a grant is made the organisation must acknowledge that the subject matter of the grant was as a result of funding by the Parish Council.**

6 Conflicts of Interest

- 6.1 Any Parish Councillor who may have a conflict of interest with any application under s137 LGA 1972 must declare such conflict immediately upon them reasonably becoming aware of the conflict of interest. Conflicts of interest include but are not limited to those in any statutory Code of Conduct, any disclosable pecuniary interests and under the Localism Act 2011.
- 6.2 If the Parish Councillor makes the declaration or the Parish Council consider a specific Parish Councillor is subject to a conflict of interest, the said Parish Councillor will be excluded from the decision making process or voting on the said application.

7 Equality, Diversity and the Public Sector Equality Duty

- 7.1 The Parish Council is committed to promoting equality, diversity and inclusion in all of its functions including the allocation of grants. In exercising its functions, the Parish Council shall comply with s149 Equality Act 2010 (the Public Sector Equality Duty or PSED).
- 7.2 In complying with PSED the Parish Council shall have due regard to the need to:

- 7.2.1 eliminate unlawful discrimination, harassment and victimisation and any other conduct prohibited by the Equality Act 2010;
 - 7.2.2 advance equality of opportunity between persons who share a protected characteristic and those who do not; and
 - 7.2.3 foster good relations between persons who share a protected characteristic and those who do not.
- 7.3 The protected characteristics for the purposes of the Equality Act 2010 are: age, disability, gender reassignment, marriage and civil partnership, pregnancy and maternity, race, religion or belief, sex, and sexual orientation.
- 7.4 When considering grant applications, the Parish Council will:
- 7.4.1 assess whether the proposed use of funds will have a positive, neutral, or negative impact on persons with protected characteristics;
 - 7.4.2 ensure that decisions are made in a fair, transparent and non-discriminatory manner;
 - 7.4.3 have due regard to the need to remove or minimise disadvantages suffered by persons who share a protected characteristic;
 - 7.4.4 consider whether the application contributes to meeting the needs of persons with protected characteristics; and
 - 7.4.5 consider whether the application helps to encourage participation in public life or community activities by persons with protected characteristics.
- 7.5 The Parish Council may, where appropriate and lawful, give greater weight to applications which demonstrate a clear and direct benefit to groups or individuals with protected characteristics, where this is consistent with the requirements of the Equality Act 2010.
- 7.6 The Parish Council may request such information as it reasonably considers necessary from applicants in order to assess compliance with this section.
- 7.7 Nothing in this policy shall require the Parish Council to act in a manner which would be unlawful under the Equality Act 2010 or any other enactment.

Appendix 1: Grant Application Form

Hill and Moor Parish Council Grant Application Form

A. Organisation Details

1. Name of Organisation:

2. Type of Organisation (please tick):

- ☐ Registered Charity
- ☐ Voluntary / Community Group
- ☐ Not-for-profit Organisation
- ☐ Community Interest Company
- ☐ Other (please specify): _____

3. Registered Charity Number (if applicable):

4. Address of Organisation:

5. Contact Name and Position:

6. Email Address:

7. Telephone Number:

B. Eligibility

8. Please explain why your organisation is eligible for a grant under Local Government Act 1972 section 137:

C. Project / Activity Details

9. Title of Project / Activity:

10. Description of your organisation's work:

11. Description of the project or activity for which funding is requested:

12. How will this project directly benefit the residents of Hill and Moor?

13. Estimated number of beneficiaries:

D. Financial Information

14. Total cost of the project: £_____

15. Amount of grant requested from the Parish Council: £ _____

16. Please provide a breakdown of costs (attach additional sheets if necessary) including all quotes obtained:

17. Other funding sources (secured or applied for):

18. Please explain why your organisation needs this grant:

19. Please attach your most recent accounts (required).

☐ Attached

E. Project Delivery

20. When will the project start?

21. When will the project be completed?

22. Please provide evidence supporting costs (e.g. quotes):

☐ Attached

23. Is the project deliverable as described? Please explain:

F. Governance and Authority

24. Please confirm you have authority to submit this application on behalf of the organisation:

☐ Yes

25. Provide evidence of authority (e.g. trustee resolution, written permission):

☐ Attached

G. Equality and Inclusion

26. How does your project promote equality, diversity, or inclusion (if applicable), in line with the Equality Act 2010?

H. Declaration

I confirm that:

- The information provided in this application is accurate and complete.
- The grant, if awarded, will be used only for the purposes described.
- I understand that the Parish Council may request evidence of expenditure.
- I understand that funding may be reclaimed if misused in accordance with the Council's policy.

Name: _____

Position: _____

Signature: _____

Date: _____

I. Checklist

Please ensure you have included:

- ☐ Completed application form
- ☐ Supporting financial information (accounts)
- ☐ Evidence of costs (quotes, estimates)
- ☐ Evidence of authority to apply
- ☐ Any additional supporting documents

Submission Details

Applications must be submitted between **1 February and 31 March** to:

Clerk to Hill and Moor Parish Council

[Insert email / postal address]

For Office Use Only

Date received: _____

Valid application: ☐ Yes ☐ No

Notes: _____

Score (Appendix 3): _____

Decision: ☐ Approved ☐ Refused ☐ Part-funded

Amount awarded: £ _____

Date of decision: _____

Appendix 2

Each application will be assessed against the criteria below.

Councillors should score each category from **0 to 5**, where:

- **0 = Does not meet criterion at all**
- **1 = Very weak**
- **2 = Limited**
- **3 = Adequate**
- **4 = Good**
- **5 = Excellent**

Community Benefit (Weight: x3)

How strongly does the project benefit Hill and Moor or its residents?

- 0 = No identifiable benefit
- 3 = Some benefit to a limited group
- 5 = Clear, significant benefit to a wide section of residents

Number of Beneficiaries (Weight: x2)

How many residents are likely to benefit?

- 0 = Very few / unclear
- 3 = Moderate number
- 5 = Large proportion of the community

Alignment with Parish Priorities (Weight: x2)

Does the project support local priorities (e.g. wellbeing, environment, community cohesion)?

- 0 = No alignment
- 3 = Some alignment
- 5 = Strong alignment

Value for Money (Weight: x3)

Is the grant amount reasonable compared to the outcomes?

- 0 = Poor value / unclear costs
- 3 = Reasonable value
- 5 = Strong value with clear justification

Financial Need (Weight: x2)

Does the organisation demonstrate genuine need?

- 0 = No evidence of need
- 3 = Some evidence
- 5 = Clear and compelling need

Project Planning & Deliverability (Weight: x2)

Is the project realistic and well planned?

- 0 = Not deliverable / vague
- 3 = Adequate plan
- 5 = Clear, credible, and achievable

Sustainability / Lasting Impact (Weight: x1)

Will the benefits continue beyond the funding period?

- 0 = One-off with no lasting benefit
- 3 = Some ongoing impact
- 5 = Strong long-term benefit

Equality & Inclusion (Weight: x2)

Does the project support inclusive access or benefit protected groups under the Equality Act 2010?

- 0 = No consideration
- 3 = Some inclusive elements
- 5 = Clear and meaningful contribution to inclusion

Scoring Calculation

- Multiply each score by its weighting
- Add total score

Maximum score: 95

Suggested Funding Guidance

- **75–95** → Strong application (priority for full or high funding)
- **50–74** → Moderate application (consider partial funding)
- **25–49** → Weak application (fund only if budget allows)
- **0–24** → Do not fund