

EXBOURNE WITH JACOBSTOWE **PARISH COUNCIL**

Grant Policy

This document sets out Exbourne with Jacobstowe Parish Councils approved and agreed practices. Any deviation must be made by resolution of the full Council and recorded below.

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Version Control, Revisions and Reviews:

Date	Version	Notes
26/10/21	1.0	Policy Adopted

Policy Review (where document reviewed but no changes made):

Review Number	Date	Resolution number & Minutes Ref:

THIS IS A CONTROLLED DOCUMENT.

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Introduction

A grant is any payment by Exbourne with Jacobstowe Parish Council (EJPC) to be used by an organisation for a specific purpose that will benefit the parish, or residents of the parish, and which is not directly controlled or administered by the Council. The Council awards grants, at its discretion, to organisations which can demonstrate a clear need for financial support to benefit the parish by:

- Providing a service
- Enhancing the quality of life
- Improving recreation and / or sports
- Improving the environment
- Promoting the parish of Exbourne with Jacobstowe in a positive way.

Eligibility for funding is restricted to organisations whose services are provided in the Parish of Exbourne with Jacobstowe or are for the benefit of residents in Exbourne with Jacobstowe. The maximum amount of any one grant shall be £1000 in any one year.

By December of each year, the available funding pot shall be agreed by the Full Council for the following financial year. In agreeing this limit, EJPC will consider the consequences for the precept charged to householders.

Grant applications will be invited and assessed between 1st May and 1st September of the following year.

Grant Application Process

The Clerk to the Council will receive all applications in the first instance and will then collate all the necessary information from the applicant (ready for presentation and discussion at the appropriate Council meeting).

- 1) Applicants will be required to complete the [application form at the end of this policy](#), or [the Council website \(policies page\)](#). All questions on the application form should be fully answered and additional appropriate information, which supports an application provided.
- 2) In addition to the application form organisations will be required to provide the following supporting information:
 - i. A copy of their written constitution or details of their aims and purpose
 - ii. Full details of the project or activity
 - iii. Demonstration that the grant will be of benefit to the local community within the parish
 - iv. The proportion or number of beneficiaries living in the electoral area (estimated)
 - v. Demonstration of a clear need for the funding
 - vi. A copy of the previous year's accounts or, for new initiatives, a detailed budget and business plan
 - vii. A copy of the organisation's latest bank statement.
- 3) Where additional information is required in order to consider the grant application, applicants will be invited to meet with the Clerk to further discuss the application, prior to the grant being determined by Full Council.
- 4) The Full Council will make the decision on which grants to award. All applicants will be contacted following the Council's decision.
- 5) Funds available are limited and not all applicants may be successful
- 6) The availability of funding will be advertised so as to enable as wide a selection as possible of applicants to apply

Conditions of Funding:

- 1) The organisation must be either non-profit or charitable. Applications will not be considered from private organisations operated as a business to make a profit or surplus.
- 2) Grants will not be made to projects that discriminate on any grounds. Moreover, applications should demonstrate how they seek to improve access to their services and facilities, particularly by any marginalised groups within the community who may not access services currently.
- 3) Applicants must undertake to work collaboratively with other organisations in Exbourne with Jacobstowe Parish with similar aims and objectives and should demonstrate in the application how this is being undertaken.
- 4) All applicants should indicate what other funding sources have been identified, the outcome of other applications made, and the proportion of total funding being sought from EJPC.
- 5) Where applications exceed the funding available, a percentage of each bid may be approved.
- 6) Joint applications which demonstrate partnership working across more than one organisation are especially welcome.
- 7) Grants will not be awarded to individuals.
- 8) Grants will not be made retrospectively.
- 9) Applications will not normally be considered from national organisations or local groups with access to funds from national 'umbrella' or 'parent' organisations, unless funds are not available from their national bodies, or the funds available are inadequate for a specified project.
- 10) An organisation should have a bank account in its own name with two authorised representatives required to sign each cheque.
- 11) The administration of and accounting for any grant shall be the responsibility of the recipient. All awards must be properly accounted for and evidence of expenditure should be supplied to the Council IN WRITING by 1st April of the year following the receipt of the grant.
- 12) Ongoing commitments to award grants or subsidies in future years will not be made. A fresh application will be required each year.
- 13) Each application will be assessed on its own merits.
- 14) The Council may make the award of any grant subject to such additional conditions and requirements as it considers appropriate. The Council reserves the right to refuse any grant application which it considers to be inappropriate or against the objectives of the Council.
- 15) Any grant must only be used for the purpose for which it was awarded unless the written approval of the Council has been obtained for a change in use of the grant monies, and that any unspent portion of the grant must be returned to the Council by the end of the financial year in which it was awarded.
- 16) The Council may make the award of any grant as it considers appropriate in the event of any unforeseen urgent event.
- 17) Nothing contained herein shall prevent the Council from exercising, at any time, its existing duty of power in respect of providing financial assistance or grants to local or national organisations under the provisions of the Local Government Act 1972, Section 137.

Appendix A – Application form:

EXBOURNE WITH JACOBSTOWE PARISH COUNCIL.
GRANT APPLICATION FORM

To be completed and submitted with the [supporting information required as per the Grant Application Process of the Grant Policy](#)

Name of organisation	
Address of organisation	
Contact name and telephone number	
Position in organisation	
Is the organisation a registered charity?	If yes, Charity Number
Please answer the following: (continue on separate sheet if necessary)	
What would the grant/donation be used for?	
How would it benefit the parish?	
<i>Please detail how your organisation works in partnership with other organisations in Exbourne with Jacobstowe Parish, and its plans for future collaboration (if applicable).</i>	
How many people from the parish are likely to benefit from this project?	
Total cost of project?	

Total amount requested?
Are you applying to other organisations for funding? (If Yes Provide details)
Bank Account Details. Account Name: Sort Code: Account number: Account held with:

- Please attach estimates/costings, and copy of constitution or aims to support the application
- Please indicate the financial balance of your organisation (from latest bank statement)
- Please include a copy of the accounts for the last financial year (if available).
- If the organisation is newly formed, please include a copy of the budget and business plan

If you require assistance in completing the application form or submitting the supporting information, please contact Clerk to the Council (Miss Alice Turner):

Exbourne with Jacobstowe Parish Council Clerk, Rowans, Kings Farm Lane, Winkleigh, EX19 8HF

01837 83484, Exbournewithjacobstowepc@gmail.com

(www.exbournewithjacobstowepc.org.uk)

SignedDate.....

Name (In capitals)

Consent:

- I agree that I have read and understand [Exbourne with Jacobstowe Parish Councils Grant Privacy Notice](#).
- I agree by signing below that the Council may process my personal information for statutory purposes, providing information and corresponding with me.
- I have the right to request modification on the information that you keep on record.

Signed:_____

Please Print Name:

Date:

Grant Application Privacy Notice

The information you provide (personal information such as name, address, email address, phone number) will be processed and stored so that it is possible to contact you and respond to your correspondence and provide information relating to your Grant application. Your personal information will not be shared with any third party.

The Councils Right to Process Information

GDPR Article 6 (1) (a) and (e) (Data Protection Act 2018)

Processing is with consent of the data subject, or

Processing is necessary for the performance of a task carried out in the public interest or in the exercise of official authority vested in the controller

Information Security

Exbourne with Jacobstowe Parish Council (EJPC) cares to ensure the security of personal data. We make sure that your information is protected from unauthorised access, loss, manipulation, falsification, destruction or unauthorised disclosure. This is done through appropriate technical measures and relevant policies.

We will only keep your data for the purpose it was collected for and only for as long as is necessary. After which it will be deleted.

Children

We will not process any data relating to a child (16 and under) without the express parental/ guardian consent of the child concerned.

Your Rights

Information Correction

If you believe that the information, we have about you is incorrect, you may contact us so that we can update it and keep your data accurate. Please contact [The Clerk](#)

Access to Information

You have the right to request access to the information we have on you. You can do this by contacting our Data Information Officer: [The Clerk](#)

Information Deletion

If you wish EJPC to delete the information about you, please contact: [The Clerk](#)

Right to Object

If you believe that your data is not being processed for the purpose it has been collected for, you may object: Please contact [The Clerk](#)

Rights Related to Automated Decision Making and Profiling

EJPC does not use automated decision making or profiling of personal data.

To Sum Up

In accordance with the law, we only collect a limited amount of information about you that is necessary for correspondence, information and service provision. We do not use profiling; we do not sell or pass your data to third parties. We do not use your data for purposes other than those specified. We make sure your data is stored securely. We delete all information deemed to be no longer necessary. We constantly review our Privacy Policies to keep it up to date in protecting your data.

Complaints

If you have a complaint regarding the way your personal data has been processed you may make a complaint to EJPC Data Information Officer: [The Clerk](#) and the Information Commissioners Office casework@ico.org.uk Tel: 0303 123 1113

For Parish Council Use only

Grant Requested by: (Organisation name)	
Grant Approved	Yes / No
Amount requested	£
Amount Awarded	£
Power used	
Resolution	
Minutes Reference	
Payment Details	Date: Payment Ref: Cheque/BACs No: RFO Initials: