

- This document sets out Tedburn St Mary Parish Council's approved and agreed practices. Any deviation must be made by resolution of the full Council and recorded below.
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GRANTS POLICY

A grant is any payment by Tedburn St Mary Parish Council (TSMPC) 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.

Grants given must be appropriate amounts to the number of people they benefit and s 137 grants according to the calculation given by [The Ministry of Housing, Communities and Local Government \(MHCLG\)](#) for the purpose of section 137(4)(a) of the Local Government Act 1972.

General criteria

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 in a positive way
- Promoting biodiversity and sustainability

Eligibility for funding is restricted to organisations whose services are provided in the Parish of Tedburn St Mary or are for the benefit of residents in the village

Grant funding spend will be agreed by full council for the following financial year during the budget round of each year and, as with all spend, TSMPC will consider the consequences for the precept.

Grant applications will be processed upon receipt and at the discretion of the parish council. The council will build a reserve to service the grants policy to a maximum of £2,000.

Process.

	Clerk	Parish Council	Applicants/Recipients
	Raise awareness of availability of grants and process	Raise awareness of availability of grants and process	
1			<p>Applicants apply via email to parish clerk at parishclerk@tedburnstmary.co.uk Listing:</p> <ul style="list-style-type: none"> • Name and contact details of applicant • Details of project for which grant to be used • Status – ie charity, group, etc. • Financial status of the group where applicable – ie cash book, financial plan, forecast. • Estimate of how many parishioners will benefit from the work to be carried out. • Relevant photographs
2	On receipt of application place item on next meeting agenda and send details to parish councillors		
3		Councillors read application prior to meeting.	
		Councillors identify any further information required and inform clerk	
	If further information required clerk to contact applicant/s and inform council		

	prior to meeting		
4	Inform recipients of council's decision		
5	Pay grants		
6			Do a report to council about how the grant was/is used and present to council at a meeting
7			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 within one year following the receipt of the grant

The application form is at the end of this policy and will be published on the TSM PC website.

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.

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) 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 TSMPC.
- 4) Joint applications which demonstrate partnership working across more than one organisation are welcome.
- 5) Grants will not be awarded to individuals.
- 6) Grants will not be made retrospectively.
- 7) 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.
- 8) 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 with a year from receipt of the money.
- 9) Grants are one-off payments and not ongoing commitments. A fresh application will be required each year if organisations wish to apply again.
- 10) 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.
- 11) 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 within a year of receipt.
- 12) The Council may make the award of any grant as it considers appropriate in the event of any unforeseen urgent event.
- 13) 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.

Application form:
TEDBURN ST MARY PARISH COUNCIL
GRANT APPLICATION FORM

To be completed and submitted with the supporting information required as per the Grant Application Process of the Grants Policy

Please attach

- estimates/costings
- copy of constitution or aims to support the application
- financial balance of your organisation (from latest bank statement)
- 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, Jane Clark, Tedburn St Mary Parish Council, Tillerton Barn, Tedburn St Mary, Exeter EX6 6ER.

Email parishclerk@tedburnstmarypc.co.uk
([www.http://www.tedburnstmaryparishcouncil.gov.uk/](http://www.tedburnstmaryparishcouncil.gov.uk/))

Name of organisation
Address of organisation
Contact name
Telephone number
Position in organisation
Is the organisation a registered charity? If yes, please use a separate sheet explaining what the grant will be used for?
How will the grant benefit the parish? 300 words max

Please detail how your organisation works in partnership with other organisations in Tedburn St Mary Parish, and its plans for future collaboration (if applicable). Max 300 words

How will the grant benefit the parish? 300 words max

Please detail how your organisation works in partnership with other organisations in Tedburn St Mary Parish, and its plans for future collaboration (if applicable). Max 300 words

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) (use a separate sheet)
Bank Account Details Account held with: Account name: Account number: Sort Code:

Signed

Please print name (in capitals)

Date

Consent: I agree that I have read and understand Tedburn St Mary Parish Council's Grant Privacy Notice and shown below.

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 (in capitals)



Date

Tedburn St Mary Parish Council 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
- is in the exercise of official authority vested in the controller

Information Security

Tedburn St Mary Parish Council 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 Tedburn St Mary Parish Council 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 Tedburn St Mary Parish Council

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 Tedburn St Mary Parish Council 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	
Grant approved	
Amount requested	
Amount awarded	
Power used	
Date of meeting	
Number of agenda item covering resolution	
Payments details	<p>Date</p> <p>Payment reference</p> <p>RFO initials</p>