

# Harting Parish Council

## Policy on Award and Administration of Grants and Indirect Financial Assistance

### Introduction

Harting Parish Council ('the Council') is required to account for its expenditure of public money. The proper administration of its award of grants and provision of indirect financial assistance enables the Council:

- to ensure the appropriate and timely use of grants
- to provide for the more effective use of available funds
- to have scope to extend the coverage of financial support to enhance services to the community and
- to obviate the need for supplementary support during the financial year.

Grants are the provision of funds direct to a group. Indirect assistance may be payment of the insurance premium covering the activities of a group, donation of a capital item to the group or payment for a service rendered to a group by a third party. A group cannot compensate the Council financially for the provision of indirect assistance without also compensating the Council for the cost of any VAT incurred.

The use of the word 'support' in this policy will encompass both direct grants of money to a group and indirect financial assistance of the types outlined above.

The Council's key considerations when considering applications for support are:

- Support will **only** be considered for groups which provide a not-for-profit service of direct benefit to the residents of the Parish
- There will be no automatic award of regular support
- Preference will be given to project-based applications that are sustainable
- All groups in categories 1-3 (see below) must apply for support; some category 4 groups may be required to apply
- Groups applying for support must follow the *Application Procedure* (below)
- Successful applicants must comply with the *Successful Application Conditions* (below)

The council's assessment criteria are listed under the *Application Procedure*.

### Groups which may receive Council Support

These fall into four categories:

1. Groups managing facilities owned by the Council
2. Other parish-affiliated groups
3. Groups providing or maintaining a cemetery in which inhabitants of the area may be buried.
4. Other groups providing services directly to the Parish

The term 'parish-affiliated group' (P-AG) was coined by the Council to cover the community-based groups eligible to receive regular or intermittent support from the precept. Given that such support is from public funds, the members of the P-AG are required to sign a code of conduct based on that of the Council.

### ***1. Groups Managing Facilities Owned by the Council***

Facilities falling into this category are the Harting Community Hall (HCH) and the War Memorial Playing Fields (WMPF). Both are run by trusts. These are the main recipients of regular support, but awards are not automatic.

Both have one or more Parish Councillors as members representing the Council's interests and both are P-AGs.

The HCH trustees and WMPF committee can raise their own funds, and they may be eligible, sometimes via the Council, for grants from district, county or national bodies.

### ***2. Other Parish-Affiliated Groups***

These community-based groups provide a range of not-for-profit services to the Parish. They currently include Harting Parish News, Henry Warren Club and Harting Festivities. Not all P-AGs will receive regular Council support. They can raise their own funds, and some may be eligible to apply for grants from other bodies.

### ***3. Grants for providing or maintaining a cemetery***

LGA 1972, section 214 provides that as a burial authority, the Council may "provide and maintain cemeteries whether in or outside [its] area" and "may contribute towards any expenses incurred by any other person in providing and maintaining a cemetery in which the inhabitants of the authority's area may be buried".

Under this provision, the Council has made annual automatic grants to the Parish Church and to the Congregational Church. In 2016, the Council asked the two churches to submit grant requests and were satisfied that they both spend more than the amount of the grant (£200 in 2016/17) on maintenance of the graveyards. In future grants to the churches will be considered as potential 'exempt' grants (see Appendix A).

### ***4. Other Groups Providing Services to the Parish***

Within defined financial limits, under the 'Free Resource' provisions of section 137 of LGA 1972, the Council may "....incur expenditure which....will bring direct benefit to [its] area or any part of it or all or some of its inhabitants".

This facility, which includes grants to charities, could be said to cover the contributions to the provision of the hospital car scheme, to the Petersfield branch of the Citizens Advice Bureau and perhaps to any of the various wildlife/countryside management charities to which the Council subscribes from time to time.

In most cases, these groups are not community-based and have other sources of funding.

There may be scope to extend Free Resource funding to enhance services to the community. Any such extension will require the agreement of the Council and will most likely be a Council initiative involving direct payment for a service.

## Grant Administration

### ***Application Procedure***

To achieve the aims outlined in the introduction, with limited exceptions (see Appendix A), the award of a grant or of indirect financial assistance will only be considered on provision of:

- a request for support using the Council's *Grant and Indirect Financial Assistance Application Form* (below) which must be received by the Clerk to the Council by the end of September at latest
- details of the proposed expenditure and the reasons for expenditure in the forthcoming financial year
- information about other means of funding the proposed expenditure and any funds already obtained or being sought
- a copy of the most recent accounts of the organisation applying
- for HCH & WMPF, a rolling five-year forward plan showing predicted costs for capital items and major maintenance to enable the Council both to use its support provision to best advantage and to aid in fund raising

**Note:** (1) Support will not normally be given for general running costs. Exceptions will be made in the case of HCH & WMPF if a case is made. In the absence of such a need or of a suitable capital project, the Council may nevertheless decide to award a grant but reserve it, potentially together with grants from other years, until there are suitable items or services the Council can gift to HCH/WMPF. VAT can then be reclaimed, enhancing the value the grant(s).

(2) Applications not received by the due date may not be eligible for consideration in the budgeting process for the forthcoming financial year.

Emergency support at other times of the year will only be considered in exceptional circumstances; there is no earmarked reserve for this sole purpose (but see *Note 1* above).

For a very limited number of grants involving sums typically less than £300 and largely relating to groups in categories 3 and 4, no case for funding will be required. The bodies eligible for such 'exempt' grants are listed in Appendix A. This does not mean that the Council will automatically continue to provide the support, only that the normal application procedure does not have to be followed.

### ***Assessment Criteria***

- Whether the group is not-for-profit
- The sustainability of the project (how it will be maintained and sustained in the future)
- How well the grant will meet the needs of the community, providing positive benefit direct to the residents of the Parish
- How effectively the organisation will use the funding
- Whether the costs are appropriate and realistic
- What level of other contributions has been, or will be, raised
- Whether the organisation or group could reasonably have been expected to obtain sufficient funding from another, perhaps more appropriate source
- How the organisation or group is managed, as indicated by the supporting documentation provided
- To ensure as fair a distribution as possible, the Council will take into account the amount and frequency of previous awards

**Note:** The Council's decision on whether or not to allocate funds and the amount allocated is final.

### ***Successful Application Conditions***

Successful applicants are required:

- to use the funds only for the purpose specified on the *Application Form*
- to use the funds allocated within a year of receipt
- within a year of receipt of the award, to provide the Council with a written account of how the award was used
- to provide the Council with a copy of the relevant end-of-year accounts clearly defining how the award has been used.
- in the event of the award not being used, in part or in full, within one year of receipt of the award to provide the Council with a full explanation
- to repay the Council any award not used for the purpose specified on the application form should the Council require the applicant to do so
- in the event of the award being in excess of that actually required for the specified purpose, to return any residual funds to the Council within one year of receipt of the award should the Council require the applicant to do so
- in the case of a community-based group, to become a parish-affiliated group (defined above); as the group will be in receipt of public funds, the Council requires its members to sign a code of conduct based on that of the Council.

The Council may make the award of support subject to any additional conditions and requirements it considers appropriate.

### **Appendix A: Exempt Grants**

For a very limited number of grants involving small sums, typically less than £300 and relating to groups in categories 3 and 4, applications will not be required. When the Finance Committee holds its annual budget meeting, it will consider whether or not to recommend to Council that grants be given to these bodies. These grants will be referred to as 'exempt grants'.

This does not mean that the Council will automatically continue to provide the support, only that the normal application procedure does not have to be followed.

Agreed exemptions:

1. Grants to the Parish and the Congregational Churches for the maintenance of the graveyards.
2. Grant towards the cost of the administration of the Harting Parish hospital car scheme
3. Petersfield Citizens Advice Bureau
4. Allotment rents

Adopted 19 January 2017

Reviewed 20 July 2023

Next review due May 2024

## Harting Parish Council

### Grant & Indirect Financial Assistance Application Form

Please read the Parish Council's policy on *Award and Administration of Grants and Indirect Financial Assistance* before completing this form.

Name of Organisation	
Name, Address and Position of Contact in Organisation	
Telephone Number(s) of Contact	
Is the Organisation a Registered Charity?	Yes/No
If Yes, please give the Charity Number	
For what purpose(s) is the grant or indirect financial assistance requested?	
Please provide a separate list if there is more than one purpose	
Amount requested from the Council	
If there is more than one purpose, show the individual costs against purpose on the separate list; show VAT separately	
When will the money be spent?	
Who will benefit from the project?	
Please be as specific as possible.	
What other means of funding are available to you for the amount requested from the Council?	
Have you tried any of these means?	Yes/No
If No, why not?	
If the total cost is more than the donation you are seeking from the Council, what will the total cost be?	
Do you already have the balance available?	Yes/No

If No, please indicate how you intend to raise the balance and how long it is expected to take	
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## DECLARATION

By submitting this form to the Clerk to Haring Parish Council, I declare that I have read the Council's policy on *Award and Administration of Grants and Indirect Financial Assistance* and have provided all the required information accurately.

In the event of the application being successful, I accept the Council's *Successful Applications Conditions*. In particular, I acknowledge that the award made will be used solely for the purpose(s) outlined in the application form and I understand that the Council reserves the right to reclaim the award in the event of it not being used for the purpose specified. I also understand that the Council reserves the right to reclaim any residual funds if the actual cost incurred for the specified purpose(s) is less than the award allocated.

Name (BLOCK CAPITALS):

Position in the organisation (if not the contact):

Signed (if sent by post):

Date:

Send the completed form, most recent accounts and, in the case of Harting Community Hall and the War memorial Playing Fields, a rolling five-year plan for new or replacement capital items and major maintenance to:

Trish Walker, Clerk to Harting Parish Council

Email: [hartingparishcouncil@hotmail.co.uk](mailto:hartingparishcouncil@hotmail.co.uk)

By post: Trish Walker  
Clerk to Harting Parish Council  
The Old Post Office  
Elsted Road  
South Harting  
GU31 5PX

**All applications must be submitted by the end of September or as notified by the Clerk.**