



# Lytchett Minster and Upton Town Council

## Grants Policy 2023/2024

Adopted: 18 July 2023

Review date: July 2024 or sooner if required

### 1. Introduction

1.1 Each year Lytchett Minster and Upton Town Council makes a limited sum available to help support local community and voluntary organisations. The Council wishes to see such organisations flourish and develop in the Town and grants assistance helps to achieve this objective. For the year ending 31 March 2024 the budget provision is £3,000.

1.2 Local councils in England and Wales can rely upon general powers to act and spend money, including the provision of funds (grants) to other organisations or bodies, unless they are restricted from doing so.

The powers are as follows:

1. S.137 of the Local Government Act 1972
2. The General Power of Competence (England, if eligible)

S.137 cannot be used by a local council in England that is eligible to exercise the General Power of Competence except to donate money to certain charities and appeals (section 137(3)).

The General Power of Competence (GPC) - S.1(1) of the Localism Act 2011 (the 2011 Act) provides that a local authority has power to do anything that individuals generally may do. "Local authority" is defined in s.8 of the 2011 Act and includes an eligible parish council. Lytchett Minster & Upton Town Council is an eligible council to exercise the GPC. In considering how the Council grants public funds to other organisations and bodies, the relationship between S.137 and the GPC is important

and has been used to guide the Council's grants policy and procedures exercised under the GPC.

1.3 This policy is designed to act as a guidance for both councillors and applicants when considering or making applications.

## **2 Eligibility**

2.1 To be eligible for the scheme, applicants must meet the following criteria:

2.1.1 Be voluntary run, non-profit making and operated with no undue restrictions or limitations on membership;

2.1.2 Have a bank account in their own name;

2.1.3 Demonstrate that the service benefits the residents of Lytchett Minster & Upton.

2.1.4 Demonstrate the need for financial assistance.

2.1.5 The Town Council will not fund: hospitality, salaries, religious organisations (unless for non-religious activities), core school expenditure or organisations/projects deemed to be a political party, or is engaged in campaigning for a political purpose or case.

2.1.6 The Town Council will only consider one application from an organisation within any financial year.

2.1.7 Where the aims and objectives are inconsistent with the values of the Town Council (appendix 1).

## **3 Applying for a grant**

3.1 From 1st April 2023 the Council will advertise for and request applications for grants which must be submitted by 5pm on 30 September 2023.

3.2 Applications are to be made on the application form (appendix 2) available via the Council's website or on request from the Council offices. Applicants are advised to obtain a certificate of posting. No applications will be accepted after this date.

3.3 The application must be accompanied by a copy of the organisation's latest audited accounts and balance sheet. In the case of smaller organisations, a recent income and expenditure statement certified by a qualified accountant should be submitted instead. Applicants who are not in a position to provide this supporting financial information must outline the reasons why.

3.4 Applications will not be considered until all the information requested on the form has been supplied. If the information is not provided in time for the Council meeting (3.5), the application will not be considered.

3.5 The Council will meet in October/November to decide upon its grant allocations for the following financial year (April).

3.6 Successful organisations will be invited to attend the Town Council Annual Assembly, to be presented with a certificate of their award.

#### **4 Conditions**

4.1 A grant will only be considered for projects which will be undertaken in the Lytchett Minster & Upton Parish, and/or will be wholly or principally for the direct benefit of residents of Lytchett Minster & Upton Parish.

4.2 Grants cannot be used for retrospective funding; that is to replace money which has already been spent, or to cover items or services that have already been bought including consultancy or brokering fees.

4.3 Any grant awarded must only be used for the approved purpose.

4.4 Applications for grants over £3000 will only be considered in exceptional circumstances. Grants over £1000 will only be made where an acceptable business plan has been prepared – which sets out how the organisation intends funding its activities over the next three years (or, in the case of large grants for one-off events, for the event itself). The business plan must accompany the completed application form.

4.5 Projects receiving assistance must be completed within one year of receipt of the grant.

4.6 Applicants must, when called upon to do so by the Council, provide a report, not more than 28 days thereafter, detailing how the project has achieved its aims and provide documentary evidence of spend.

4.7 Any part of a grant not used within one year of receipt or which has not been used for the approved purpose must be repaid to the Council if demanded and shall be recoverable as a debt due from the applicant to the Council.

4.8 Applicants must give recognition to and positively promote the Councils involvement in their project for example in press releases, advertising and publicity.

4.9 The Council may, at its own absolute discretion, impose any other condition when making a grant.

4.10 Grants will not normally be approved for services that are the responsibility of another statutory authority.

# Appendix 1 - Lytchett Minster and Upton Town Council

## **Values**

The Council believes in:

- **Promoting the well-being of the Town and its people**  
This includes respect for people and places, creating a sense of belonging which is so vital to the well-being of all the people in Lytchett Minster and Upton, raising awareness of environmental issues, improving the quality of the environment and encouraging an environmentally friendly ethos.
- **Helping people to help themselves**  
The Council will help generate local ideas and responses to address local needs; the Council may trigger and nurture ideas itself but, in addition, it will help people to organise and act to sort things out for themselves.
- **Involving others and working in partnership**  
We can only understand, learn and respond effectively to the range of problems and issues faced by local communities through partnerships and involving others in the process; in so doing, we will explore new ways of working and expect to draw on help in kind and other resources from a wide range of organisations, groups and individuals.
- **Equality and fairness**  
Like most growing towns, Lytchett Minster and Upton is becoming a more diverse place and we welcome the richness and variety this development brings. It is important that all citizens get equal access to the Council and are treated fairly. We will encourage everyone to participate in the decision making process, and will consider all representations made and viewpoints put forward in making decisions and acting on behalf of the community.
- **Being approachable, welcoming, open and honest**  
The way in which we work helps to build understanding, trust and confidence in those we work with and for; whatever decisions we reach, we hope that all those involved in the process will support the approach we follow.
- **Simple, commonsense approaches and solutions**  
Although we need to recognise the complexity of today's issues, we must also offer value for money and be efficient so that scarce resources can be channeled to where they are most needed.

## Appendix 2

### **Lytchett Minster and Upton Town Council Application for Small Grant Assistance (below £3,000) to Local Organisations**



#### **Details of Organisation**

Name:

Name Registered Charity? Yes/No

(If yes, please give registration number)

#### **Details of person applying on behalf of the Organisation**

Name:

Address:

Tel No:

Position in Organisation:

Email Address:

#### **Aims and objectives of the Organisation**

Please list the aims and objectives of your Organisation and how these are currently achieved:

#### **Benefit to Lytchett Minster and Upton Town**

Please describe how your Organisation helps to benefit the people of Lytchett Minster and Upton Town – include supporting information as necessary. Please be specific in terms of numbers of residents that will benefit, and in what way:

#### **Purpose of grant sought**

Please note that retrospective applications will **not** be considered:

#### **Amount of grant sought**

You must indicate how much money you are seeking from the Town Council. Applications not specifying an amount will **not** be considered.

**Outstanding grant applications**

Please give details, including amount(s), of any outstanding applications for financial assistance from other sources.

**Details of any grants received from Lytchett Minster and Upton Town Council in the past *five* years**

Please include amount(s)

**Details of any other grants received from other sources in the past *five* years**

Please include amount(s)

**Current size of membership of Organisation****Present cost of annual subscription/fees****Entry Requirements**

Please give details of any entry requirements to joining your Organisation:

**Details of other fundraising activities****Reasons for not providing supporting financial information (where applicable)****Declaration**

I declare that the information I have provided in this application is, to the best of my knowledge, accurate and true.

Signed:

Date:

Completed applications and accompanying documents should be sent to:

**Deputy Town Clerk**  
**Lytchett Minster and Upton Town Council**  
**1 Moorland Parade, Moorland Way**  
**Upton, Dorset, BH16 5JS**  
[deputy@lytchettminsterandupton-tc.gov.uk](mailto:deputy@lytchettminsterandupton-tc.gov.uk)

<b>For office use (updated July 2023)</b>
<i>Application checked</i>
<i>Application acknowledged</i>
<i>Date of Committee Meeting</i>
<i>Application decision (Y/N)</i>
<i>Applicant notified of decision</i>