# Ockbrook and Borrowash Parish Council.

## Financial Governance – Grants and Donations Policy

This Policy was adopted by the Parish Council in order to comply with the requirements of Financial Governance of Public Funds.

### 1. General

This policy should be read in conjunction with the Financial Regulations adopted by the Ockbrook and Borrowash Parish Council on 7th March 2018 and from time to time updated.

This policy governs the requirements for grants and donations made to charities and organisations in aid or work and facilities within the the parish and surrounding area and detail the records and assurance required by the council to ensure the proper use of public funds and to provide the safe and efficient safeguarding of public money; prevent and detect inaccuracy and fraud; and to provide an audit trail in the event of requests for information or internal audit.

### 2. Grants and Donations

The Ockbrook and Borrowash Parish council occasionally make grants and donations to external entities and charitable organisation for the purpose of assisting the organisations and furthering their work to support the parish and wider population. The grants and donations are made from Parish Council funds and as such are deemed to be “Public Purse”. As such they are subject to the same requirements for governance and scrutiny as money spent directly by the Parish Council.

This policy sets out the requirements that must be met by recipient organisations in order to ensure that “value for money” is achieved and that public funds are used in an appropriate and controlled manner.

This policy applies to all grants and donations made to organisations and charities and includes guidance for sponsorship to individuals. It does not apply to funds raised by the parish council for a pre declared charity - for example, raffles or collections.

### 3. Categories of Grants and Donations.

Applications will be considered for the following purposes:

* For the purpose of purchasing equipment either in part or in full.
* For the funding of transport that will enable group members to partake in a group trip or outing.
* For activities that raise the profile of the area.
* For running costs of a viable group that is experiencing a period of hardship.
* For hosting special events or celebrations.
* For the provision of recreational facilities.

#### **3.1. Single Grants of less than £500 to charities and organisations**

Where a specific grant is made to a charity or organisation to support their ongoing activities within the parish or local area a proposal must be placed before a public meeting of the Parish Council and approved by a majority of councillors present. Notification of the decision must be made to the charity or organisation by the Proper Officer (parish clerk) and not by an individual councillor. A receipt from the receiving charity or organisation must be obtained and where the money has been granted for a specific purpose or activity this should be demonstrated by the receiver in the form of an acknowledgement letter. Records must be kept of the decision (meeting minutes), the receipt and any acknowledgement letter. These records are required for audit purposes.

It must be noted that grants or sponsorship to individuals are not permitted from council funds and must not be sanctioned. Any grant or donation must be to enable organisations or charities that serve the residents in general and not a single person.

#### **3.2 Single Grants in excess of £500 to charities and organisations**

Where grants in excess of £500 are made to charities and organisations it is a requirement of the council that the expenditure of those monies be accounted for in the same manner required of council direct spending. In this case, in addition to the requirements stated above, evidence of a minimum of three quotes for any work should be provided or a full explanation of why three quotes is not appropriate (example - single source provider). Selection of supplier must clearly identify value for money and appropriate selection. For clarity - it is not a requirement that the lowest quote be accepted. The acceptance of a quote must show the appropriate quality and fit for the purpose.

In addition to the records required for grants less than £500, copies of all quotes and appropriate specifications provided for tender must be retained by the council for audit purposes.

Where a charity or organisation applies for assistance from the council it must be made clear that supporting documentation, including specifications and quotes where available, will be required before a proposal can be put before the council.

#### **3.3 Multiple Grants in excess of £500 to charities and organisations**

Where a series of grants are to be made to a charity or organisation over a period of several months or years the full requirements of council governance must apply. This applies to continued support to ongoing projects both internal and external to the council.

In this case a clear and ratified budget must be submitted to council with details of the spend to be made and the work to be undertaken. Estimates of the work must be provided.

For each element of work funded by the council, a clear statement of requirement must be produced and used as a request to suppliers for quotes. All suppliers must be provided with the same statement of requirement and any amendment must be submitted to all suppliers. This ensures a fair competition and ensures that quotes can be assessed against a common requirement.

A minimum of 3 quotes are required for any spend and copies of the quotes must be provided to the council along with a record of the decision made and the reasons for the decision. Where 3 quotes are not practical (proprietary items or single supplier) this must be documented and supplied to the council.

#### **3.4. Grants to Charities and Organisations where the council is the sole managing trustee.**

Where the council is the sole managing trustee of a charitable body or the primary beneficiary of a charitable body all financial transactions must abide by the Financial Regulations of the Parish Council as laid down in sections 10 to 13 and 15 of the regulations. No deviation from these regulations is to be sanctioned.

Ongoing funding or a planned continuance of funding for a project or scheme of work on behalf of the council may only be sanctioned where the trustees of the scheme abide by the full requirements of the council Financial Regulations. Requests for funding for such projects or schemes must be accompanied by a project plan and detailed budget to ensure that sufficient funding is available and that expenditure can be tracked against deliverable milestones and tasks. All expenditure over £500 must be cleared through council in the same way as expenditure by other sub committees and the same burden of evidence and governance shall apply.

All projects and schemes falling under this category shall be subject to full internal audit no less than once a year. Any member of council or officer of the council shall be entitled to request a general of specific audit of expenditure at any time in accordance with government practice in the use of public monies.

All projects and schemes falling under this category must provide a full statement of account at the end of each year and at the completion of the Project or scheme. Any monies not used or accounted for at the end of a project must be returned to council for reallocation in year. Copies of annual accounts and the closure statement of accounts must be retained for audit purposes in line with the Financial Regulations of council.

### 4. Conditions

* Additional applications within a 12- month period will not normally be considered.
* The award must be used for the purpose for which the application was made and evidence of this **MUST BE** supplied to the parish council in the form of receipts. If the group is unable to use the award for the stated propose, **all monies must be returned** to the Parish Council.
* Group’s grant aided by the Parish Council, are required to keep proper accounts and have a bank/building society account, they must also report back as required to the Parish Council on their activities.
* The Parish Council will not make grant funding on a retrospective basis.

### 5. Payments

Where payment of grants and donations are to be made directly to the supplier from council funds any invoice and estimate must be made out to the council and not to the receiver.

Where payment of grants and donations are to be made to a charity or organisation for payment of a supplier then invoices and estimates should be made out to the receiver but, where applicable, copies must be furnished to the Parish Clerk with a covering letter to identify the grant or donation to which it applies.

All payments, whether to suppliers or organisations / charities, must abide by the regulations set down in section 6 of the Financial Regulations of the council.

### 6. How to apply.

Request for financial assistance can be made by completing the attached form and sending either by email or letter addressed to:

Mrs Sarah Kitchener

Clerk/RFO

Village Hall

Church Street

Ockbrook

Derby

DE72 3SL

[clerk@ockbrookandborrowashparishcouncil.gov.uk](mailto:clerk@ockbrookandborrowashparishcouncil.gov.uk)

7. Summary

Public Finance is controlled by law and regulation and it is the responsibility of all officers and councillors to adhere to those laws and regulations and to ensure that all spend is mandated, justified, authorised and used for the proper purpose. The requirement to achieve "Value for Money" is vital to both adherence to the law and the confidence of the public whose money is being spent.

This policy ensures that financial spend outside of the routine council business applies the same high standard of governance as that of the direct council expenditure.

# Ockbrook and Borrowash Parish Council

## Application for a Grant.

|  |  |
| --- | --- |
| Name and address of organisation |  |
| Contact name.  role of contact. |  |
| Telephone number of contact  Email address of contact |  |
| Is the organisation a registered charity? |  |
| Aims and objectives of your organisation. What does your organisation do and how does it benefit the residents of Ockbrook and Borrowash? |  |
| Amount of Grant requested.  Please make sure you give a full breakdown of what the funding will be spent on |  |
| For what purpose or project is the grant required for? |  |
| What will be the total cost of the above project? |  |
| If the total cost of the project is more than the grant, how will the residue be financed? |  |
| Have you applied for a grant for the same project to another organisation?  If so. Which organisation and how much |  |
| How is your organisation normally funded? |  |
| Who will benefit from the project? |  |
| Approximately how many of those who will benefit are parishioners? |  |
| Signed  Dated |  |

You may use a separate sheet of paper to submit any other information which you feel will support this application.

Please give us details of the bank account that the grant should be paid into if approved.

Name of Account ……………………..……………………………………….

Account number ……………………………………………..

Sort Code …… - …… - ……

**Please ensure the following supporting documentation accompanies your application;**

• Your most recent bank account statement & details of any other investments/savings;

• Details of your organisation’s officers;

• Any other documentation you feel may help in assessing your application.

### 7. Privacy Notice

In accordance with the General Data Protection Regulation (GDPR), I agree that Ockbrook and Borrowash Parish Council will process and hold personal information about me only in relation to my grant application. I consent to my personal information, including that contained in this form, being stored manually and/or electronically. It will be held securely and treated confidentially for 6 years after an application is made. I understand that it will only be accessed by authorised staff members to manage the grant application process.

I also understand that Ockbrook and Borrowash Parish Council may pass details onto official organisations where required to do so by law or contract. I understand that my data will be disposed of securely 6 years after the application and that I have the right to correct the information at any time. I have been made aware of my rights under GDPR.

Declaration: I/we declare that the information confirmed in this application is correct and that any grant received will be applied as detailed in the request.

Signed ………………………………………………………………………………………….………….

Date ………………………………………………………………