



SUNNINGDALE PARISH COUNCIL

Community Grants Policy

Version control:

1.0 Policy created. June 2025. *Policy adopted*

To note:

Sunningdale Parish Council will be shortened to SPC within this document

Introduction

Sunningdale Parish Council (SPC) allocates a portion of its budget each year to provide support to local groups and organisations. This is discretionary grant funding and may be made under statutory provisions or through s 137 Local Government Act 1972 (S.137 LGA 1972).

The Local Government Act 1972 allows Parish Councils various powers to incur expenditure for that, which in the opinion of the Parish Council is in the interests of and will bring direct benefit to, the Parish or any part of it or all or some of its inhabitants.

This document advises those wishing to apply for a grant or support for a project or an event, how to make an application, how the application is considered and the process once a decision has been made. This document needs to be considered alongside the application form.

The total grant fund is agreed by the council every year as part of the annual budget process. The period for each allocation is from April to March of the next year.

Policy

- (1) The contribution made by organisations and individuals to the wellbeing of the local community is recognised by Sunningdale Parish Council (SPC) as important to our society.
- (2) This policy has been prepared to explain the main details of the grant, project and event schemes, so please read it carefully before you complete the application form.
- (3) The administration of and accounting for any monies granted shall be the responsibility of the recipient.

- (4) There is a limited budget for any grants sought. It is important that all questions on the application form are answered in full and that any additional information which supports the application is provided.
- (5) Any one organisation will not be granted more than the following:
 - (a) **Grants** – up to £1,000 in any one financial year, however consideration will be given to larger amounts depending on merit and a clear benefit to the community. SPC has the discretion to consider and approve additional sums.
 - (b) **Projects** – *[amount to be provided]* This will be looked at on a case-by-case basis with SPC considering the scope of the work and whatever funding the party seeking support has available or has raised via third parties.
 - (c) **Events** – *[amount to be provided]* This will also be considered on a case-by-case basis with SPC considering the scope of the work and whatever funding the party seeking support has available or has raised via third parties.
- (6) It is expected that groups and organisations will access other sources of funding for their projects alongside any application to SPC. For larger awards, SPC will expect that parties requesting grants have match funding from other sources. This will enable SPC to use its available funds to support as many applications as possible.
- (7) The amount of the award (whole or in part) will be at the discretion of Sunningdale Parish Council following a review by the Finance Committee and approval at Full Council.

Conditions of funding

- 1) Grants may support a project, community event, festival or special event which improves activities such as the following for the local community:
 - a) Societal value and inclusion
 - b) Cultural
 - c) Environmental
 - d) Recreational
 - e) Sporting
- 2) The following are examples of funding opportunities:
 - a) A project that makes the local community a better place in which to live, work or visit

- b) A project which is in the interests of and directly benefits people who live in the area which is defined by the boundaries of SPC benefits
 - c) A project which benefits local biodiversity by sustaining healthy ecosystems
 - d) A project which helps to create community resilience to climate change.
- 3) Presented evidence that local people support the project and are involved in carrying it out.
 - 4) Events that are for and benefit residents that live within the area as defined by the boundaries of SPC.
 - 5) Groups from outside the boundaries of SPC who can demonstrate direct benefit to the area are eligible to apply.
 - 6) Applications will be considered from organisations for, but not limited to, capital funding for equipment, revenue grants to pay the running costs for a particular project, funding for events or projects.
 - 7) Applications should be submitted with sufficient time for an officer and the Finance Committee review. This would be done prior to one of the three Full Council meetings November and March when grant applications are considered.
 - 8) Applications will not be considered for:
 - a) Support for commercial ventures for private gain
 - b) Retrospective applications where expenditure has been made, the project has been carried out or the event has taken place.
 - c) Support for political or religious activity. This does not include regional, cultural and national events which are “widely” observed.
 - d) “Upward funders”, i.e. local groups where funds raised are sent to their central HQ for redistribution.
 - 9) Projects that are the prime responsibility of other statutory authorities, regional or national charities will only be considered for support if it can be demonstrated that the financial support of SPC is necessary to draw in larger sums of funding and there is benefit to the SPC Community.
 - 10) Preference will be given to applicants who are local groups, organisations, voluntary groups, societies, clubs and not-for-profit organisations operating in the SPC area where the benefit will be for this area.
 - 11) The organisation will normally be expected to have clearly written aims and objectives, membership rules and preferably a written constitution, copies of which should be submitted as part of the application. In addition, an organisation must demonstrate that it is properly managed and able to run its affairs responsibly.
 - 12) All applications must demonstrate clearly how a grant or subsidy will be of benefit to the local community within the area.
 - 13) All applications must clearly set out how alternative or additional funding is being raised and provide details of what other parties are or will be providing to enable SPC to evaluate how the sum requested aligns with the total cost.
 - 14) An organisation is required to submit audited accounts or accounts that have been independently examined by a suitably qualified person, for the previous two financial years or, in the case of a newly formed organisation, a detailed budget.

- 15) An organisation is required to have a bank account in its own name and demonstrate appropriate financial control (e.g. two authorised representatives required to sign each cheque or bank payment)
- 16) Ongoing commitments to award grants or subsidies in future years will not be made. A fresh application will be required each time/year.
- 17) Each application will be assessed on its own merits and will be considered along with other applications at SPC Finance Meeting followed by a Full Council meeting in November and March. To ensure as fair a distribution as possible, the Council will consider the amount and frequency of previous awards.
- 18) Once granted there must be no change to the intended use of the grant without express written authority of the council.
- 19) Funding must only be used for the purpose agreed with SPC and if all the monies are not spent on the items agreed, the balance must be returned, except where, by agreement of the council, the monies may be carried over to the following financial year.
- 20) Funding must be spent within one year, for the purpose awarded and cannot be added wholly or partly to the organisation's reserves.
- 21) If project costs are more than anticipated on application, any shortfall must be met by the group/applicant.
- 22) To fully understand your project or activity, SPC councillors may wish to seek additional information and / or to visit the project or activity prior to the project or activity commencing.
- 23) Due account will be taken of the extent to which funding has been sought or secured from other sources or own fund-raising activities.
- 24) The Council may make the award of any grant as it considers appropriate in the event of any unforeseen urgent event.
- 25) Nothing contained herein shall prevent the Council from exercising, at any time, its existing duty or 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.

The Grant Application Process

- 1) Sunningdale Parish Council will consider grant applications in two windows per year with decisions made at Full council meetings in November and March each year. Upon receipt, the applications will be reviewed by SPC officers who may contact you to clarify points and can assist with any questions you have regarding the application.
- 2) Applicants are required to complete a grant application form, available from the Parish Clerk clerk@sunningdale-pc.gov.uk or from the SPC website: sunningdale-pc.org.uk/community-grants All questions on the application form should be fully answered. In addition to the application form, the following supporting information would be provided:
 - a) Full details of the project or activity which the grant is for
 - b) Explanation of how the grant will be of benefit in the local community and the number or proportion of beneficiaries living in the electoral area

- c) Demonstration of a clear need for the funding, advising other sources of funding obtained or sought
 - d) Advise how the organisation will acknowledge any grant awarded by SPC in branding and or advertising
 - e) A copy of the previous year's examined accounts and for larger projects or events, a detailed budget
- 3) Once reviewed by the officers, grant applications will be first considered by the Finance Committee which will make recommendations to the Full Council. Applications should be submitted in good time for the officer and Finance Committee review prior to the November or March Full Council. Applicants like any other members of the public, can attend the committee or council meeting when the grant applications will be considered.
 - 4) SPC will aim to ensure open, transparent and fair awarding of grants. SPC reserves the right to refuse any grant application which is inappropriate or against the objectives of the SPC. The Council's decision will be final. The conditions of funding are described in the conditions of funding section.
 - 5) SPC may make the award of any grant subject to such additional conditions and requirements, as it considers appropriate.
 - 6) When a decision has been made by SPC, you will be informed as soon as possible as to the outcome. This will generally be by email. Should your grant be approved then we aim to send electronic payment to the organisation as soon as practicable and in the instances of an "Event" within the Financial Year of the actual event itself.
 - 7) Regardless of the purpose of any grant, SPC cannot be held responsible or liable in any capacity for claims that may arise against the organisation awarded the grant.
 - 8) Grant payment will only be made to an appropriate bank account in the name of the organisation which has applied for the grant.
 - 9) Only one application for a grant will be considered from each applicant organisation in any one financial year.

Eligibility Criteria

Applications will be accepted from organisations that are:

1. Not for profit such as, but not limited to:
 - a) Registered Charities (registered with the Charity Commission and that have a charity number)
 - b) Unincorporated Associations (includes small volunteer led community groups, sports/hobbies groups, residents' groups, playgroups, youth clubs etc.) that have a simple constitution such as Terms of Reference
 - c) Community Interest Companies (CIC)
 - d) Charitable Incorporated Organisations (CIO)

- e) Schools/Academies (providing the activity is beyond their statutory responsibilities)
 - f) Social Enterprises
 - g) Faith based organisations (where the application is for something that demonstrates wider community benefit)
- 2) For the avoidance of doubt, applications will not be considered from:
- a) Bodies which are companies limited by shares or limited liability partnerships
 - b) Local authorities and bodies owned or controlled by them
 - c) Political, lobbying or pressure groups/organisations
 - d) Individuals seeking financial backing
- 3) The applicant should be able to demonstrate that their application benefits the local or wider community by:
- a) Providing a service
 - b) Enhancing the quality of life
 - c) Improving recreation and/or sports
 - d) Improving the environment
 - e) Promoting the Parish of Sunningdale in a positive way

Applicants should be aware that the Local Government Transparency Code 2014 requires the council to publish details of all grant awards made including the name of the beneficiary, the value of the award and its purpose. This data is published annually.

Acknowledgement of Sunningdale Parish Council Financial Support

Acknowledgments of financial support received from SPC will be required on documentation and any promotional material literature or other media. Successful applicants should agree to:

- 1) Acknowledge Sunningdale Parish Council (SPC) as a funder/partner in all forms of media, with the inclusion of SPC's logo where appropriate.
- 2) Include SPC in any PR as a funder / partner, in an agreed format.
- 3) Agree to any reasonable joint publicity SPC may require.
- 4) Agree and allow SPC to have suitable presence (actual or via marketing, in addition to the above) as part of any event or project. This should be agreed between the parties as part of the grant process.
- 5) Give permission for use of photographs, audio and video in the media and SPC publicity material.
- 6) SPC would request that any party receiving funds as part of this process shares with the SPC Clerk clerk@sunningdale-pc.gov.uk any marketing material, proposed public relations and such like before it be issued and used to ensure SPC is being represented in the correct manner.

Grant Review

All grant recipients are required to provide SPC with the following, within two months of completion of the project:

- 1) A brief report regarding grant utilisation and the impact of the project on the SPC area, including photographs where appropriate.
- 2) How the monies assisted the purpose specified in the grant application.
- 3) Evidence of expenditure (receipted invoices) to the Clerk of the Council clerk@sunningdale-pc.gov.uk on completion of project, demonstrating expenditure equal to, or more than, the total of the amount of the grant detailed on application. This should include detail of how all the final funds for the grant, event or project were raised.

Sunningdale Parish Council reserves the right to recover the grant and/or moveable equipment, or product purchased with grant money if the organisation ceases to operate or if the grant is not used for the purposes specified in the application or if the conditions of the above are not fulfilled.

Responsibility

- The finance committee will oversee the budget and grant awarding policy, on behalf of the council, they may also set priorities for grand awarding.
- The budget for grant funding will be set by full council as part of the budget and precept setting processing for the new financial year.
- There will be separate processes and timescales for grants awarded under statutory provisions and for those made under s.137 LGA 1972.