

Hemswell Cliff Parish Council	
Meeting	Ordinary Meeting of the Parish Council
Date	15 March 2021
Report by	Clerk
Report Title	Application for Grant Funding – Citizens' Advice Lindsey

1. **Summary**

- 1.1 The Clerk has received an application form for a small grant towards the work of the Citizens' Advice Bureau. The Parish Council is asked to consider whether the application complies with the policy and whether they wish to provide a grant of £50 for 2021/2, under the powers of S137 of the Local Government and Housing Act 1988.

2. **Background**

- 2.1 Every local Citizens' Advice is an independent charity reliant on funds raised locally and the commitment of trained volunteers from their local communities. It provides advice to people in the the West Lindsey area for advice. It is a free, confidential and independent service offers advice, information and advocacy support to assist people to resolve the problems facing them. These include, but are not limited to; benefits, housing, debt, legal, relationship breakdown and employment. This is available to residents in the parish.

3. **The Small Grants Policy**

- 3.1 Once applications are received, it is considered at the next meeting of the Parish Council. The application was received in December 2020 which meets are deadline by the end of January each year. The Parish Council considers the following:

- How likely is it that the proposed benefits will be achieved?
- How many residents of the parish will benefit?
- How much money is being requested?

- 3.2 Attached as appendix A is the rules of our scheme and the application complies with the rules.

4. **Recommendations**

- 4.1 The Parish Council is recommended to consider whether to award a grant of £50 to the Citizens' Advice, Lindsey, under Section 137 of the Local Government and Housing Act 1988, for 2021/22.

Small grant scheme rules

- 1.1. The scheme will run annual, with the opening date for applications being 1st April and the final submission date for applications 31st January. Applications will not usually be considered outside that timeframe.
- 1.2. Applicants must complete the application form (see below) to apply to the Small Grants Fund.
- 1.3. The Parish Council aims to consider and award small grants within 21 working days. Whilst every effort will be made to respond to applications sooner, time is needed for consideration and approval, so applications should not be left to the last minute.
- 1.4. Grants will not be awarded on a retrospective basis but only for future funding requirements.
- 1.5. Funds will be made available for this scheme, but once they are expended, no further funds will be available until the start (1st April) of the following financial year.
- 1.6. The Parish Council will only consider one small grant application per applicant each year.
- 1.7. Payments will usually be made by cheque. The maximum grant award is £100, although the Council may award more in exceptional circumstances.
- 1.8. It is not normally the policy of the Parish Council to make grants by instalments.
- 1.9. Applications will not be considered from individuals.
- 1.10. Applications will not be considered from private organisations operated as a business to make a profit or surplus, but charities and unincorporated groups may apply.
- 1.11. Applications will not be considered for activities intending to support or oppose any political party or religion, or to discriminate on the grounds of race, age, gender, disability or religion, or for any activity that is likely to cause offence or distress to parishioners.
- 1.12. 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.
- 1.13. Grants will normally, but not exclusively, be awarded to local voluntary organisations including clubs and charities.
- 1.14. The applicant should be resident in or undertake its activities in the Parish. Applications from outside the Parish may be considered in exceptional circumstances.
- 1.15. Applications will not be considered for any activity that is the statutory responsibility of any other organisation.
- 1.16. Applications will not normally be considered for any activity that duplicates statutory funding, unless the requesting organisation is also providing additional funding.

- 1.17. Applications will not be considered for loans, interest payments, recoverable VAT, any liability arising out of negligence, or any activity that is likely to infringe any regulation or code of conduct.
- 1.18. Applications that would result in an ongoing commitment from the Parish Council will not be accepted.
- 1.19. The amount requested should be proportionate for the stated objective to be met.
- 1.20. It is a condition of the grant that the funds be used for the purpose stated. Other conditions may apply and you will be notified of these at the time.
- 1.21. Organisations that receive a grant are required to acknowledge the contribution from the Parish Council on publicity and printed material.
- 1.22. The Parish Council reserves the right to reclaim the grant in the event of it not being used for the purpose specified on the application form.
- 1.23. All grant recipients are required to provide the Parish Council with a brief report of how the grant has been utilised.