

Version	Description of Change	Officer	Reviewing Committee	Frequency of Review	Version Approval Date	Next Review Date
1.	Review	Parish Clerk	F&GP 28.07.26 Full Council 11.08.28	Two years	Min Ref: FC/110826/10	11/08/2028

Burwell Parish Council Donations, Grants and Community Funding Policy

1) Introduction

Burwell Parish Council (the Parish Council) has a policy of making donations and grants to local voluntary, non-profit and community groups/organisations, with the aim of supporting the important work they do to improve the lives of the residents of Burwell. Each year, an agreed sum of money is set aside by the Council for this purpose. All grants and donations will be awarded under the powers available to the Council, including Section 137 of the Local Government Act 1972 where appropriate, and any other relevant statutory power.

This document gives the Parish Council's general funding principles and details its expectations of all groups in receipt of aid. The Parish Council values the diversity and strengths of the local voluntary sector and acknowledges its independent role in the community as a source of valuable services, a means of enabling people to work together and a channel for campaigning and advocacy.

It is expected that any donation or grant given will help:

- ✓ Burwell's voluntary groups to improve their effectiveness
- ✓ ensure the provision of services needed by the parish's residents via the voluntary sector
- ✓ support organisations which meet the needs of people experiencing social and economic difficulties and;
- ✓ ensure that there is equality of access and opportunity for all residents to the services and funds it provides

To support the above listed objectives, Burwell Parish Council has access to 3 possible funding routes:

- 1) **Community donations** of up to £500 from the Parish Council from allocated Parish Council budget.
- 2) **Community Benefit Schemes** funded through external donations made to the Parish Council for community benefit e.g. solar farm funding.
- 3) **Community Infrastructure Levy (CIL) Funding:** For a capital project that results from the increased housing and population within the village.

Burwell Parish Council receives 15% of the contribution received by East Cambridgeshire District Council because of the construction of new houses in the village. The Parish Council can spend this funding known as the Community Infrastructure Levy on projects which result from the increased housing and population in the village. Whilst it is expected that most of the money received will support infrastructure projects carried out by the Parish Council, organisations within the village can approach the Parish Council for a grant from these funds as long as all criteria can be met.

2) Who Can Apply?

Any local voluntary organisations, community groups and sports/recreational clubs based in Burwell that operate on a not-for-profit basis are eligible to apply. This includes play groups, youth clubs, community associations, community event groups, senior citizen social clubs, gardening clubs, conservation groups, sports clubs, etc. This list is not exhaustive but all groups must have membership arrangements which do not unfairly restrict access without reasonable justification.

. The group must:

- be of a non-commercial nature,
- have a constitution, set of rules or documented aims and objectives,
- have a bank account with at least two signatures.

The overarching concern of the Parish Council is that any grant application must be seen to be of benefit to residents of Burwell.

3) What Will NOT be Funded?

- Individuals or projects with only one beneficiary;
- Organisations or activities which do not substantially benefit the residents of Burwell;
- Organisations or activities which are primarily commercial in nature;
- Organisations whose membership arrangements unfairly restrict access without reasonable justification;
- Religious or political activities unless unrestricted community benefit can be demonstrated;
- Repayment of loans;
- VAT that can be recovered;
- Core operating costs or salary costs will not normally be funded unless the Council is satisfied that they directly support delivery of services benefiting Burwell residents;
- Improvements to facilities or buildings where the primary benefit is private or commercial gain;
- Any project which discriminates on any grounds. Applicants must demonstrate that they operate in accordance with equality legislation and may be required to provide a copy of their Equality and Inclusion Policy.
- Retrospective applications where the activity or project has already been carried out;
- 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;
- The Council reserves the right to refuse any grant application which it considers to be inappropriate or against the objectives of the Council.

3) When Can applications be made

Applications for funding can be made throughout the year.

Applications for community benefit schemes and Community Infrastructure Levy Funding will be considered by the Finance and General Purposes Group. Recommendations will then follow at the next full council meeting. If a specific fund is available to external applicants, the call for applications will be published with a deadline for applications given. This will be published on the Parish Council website, social media and via other available routes where possible.

Applications for community donations up to the value of £500 will be considered by the Community, Safety, Health and Sports Group at their bimonthly meeting with a recommendation either in favour or not of a donation being made to Full Council for approval. The Parish Council budget must be considered when determining any donation and any request for a donation more than £500, should be referred to the Finance and General Purposes Group for further consideration prior to any recommendation being made to Full Council.

4) What Are the Conditions of a Grant?

- The grant can only be used for the purposes stated in the application and the Parish Council reserves the right to reclaim any grant not being used for the specified purpose of the application.
- Money must be spent within 1 year of the award being made and any unspent money must be returned to the Council.
- If the organisation requires a change of the purpose of the grant, the Parish Council's prior approval must be obtained.
- Organisations are responsible for ensuring that they comply with all legal and statutory requirements.
- Should for any reason the organisation disband during the period of the grant the Parish Council may ask for all or part of the monies to be repaid.
- Recognition of the grant received from Burwell Parish Council must be made in any publicity.
- The organisation being awarded the grant is required to submit a report detailing how the grant was used and the impact it has made or a progress report in the spring the following year and may be expected to attend the Annual Parish Meeting (usually held in May each year) to show the community how the money was spent.
- Organisations may be required to provide seed funding to support grant awards. This will be specified in the terms of any community benefit scheme application process.
- Where assistance /grants worth £2000 or more is given to a voluntary / charitable body, the body must be required within twelve months to state in writing the use to which the money (or other help) has been put. LGA 1972 S137A

Should any of these conditions not be met it could result in the grant being withdrawn, the grant having to be repaid and future grant applications being refused.

5) How will awards be decided?

The Parish Council will assess all applications on a number of criteria to assess their eligibility and prioritise the money available. The key criteria will be:

- Number of people benefitting.
- Proven evidence of benefit to the community (% numbers of beneficiaries from the Parish may be required).
- Evidence that priority groups benefit i.e. children, the elderly, disabled people, teenagers who are not in employment, education or training (NEET).
- Evidence of 'legacy value'.
- Projects that reduce energy use and greenhouse gases or which benefit the environment.
- Evidence of deliverability.
- Whether the costs are appropriate and realistic - value for money.
- What level of contributions has been, or will be, raised locally.

- Eligibility will not guarantee success for any application. The Council reserves the right to prioritise based on the amount of funding available, numbers and types of applications and its own priorities.

6) Conflict of Interest

Any councillor who is a member, trustee, employee or officer of an applicant organisation must declare an interest in accordance with the Council's Code of Conduct and shall not participate in the discussion or decision unless permitted under the applicable rules

7) Donation and Grant Application Procedure

Organisations should write/email into Council with their request. This should include the following information:

- Details of the organisation
- Details of the organisations membership, age groups, groups it supports etc.
- Confirmation that it is a not-for-profit group
- Why the funding is needed
- Level of funding required and when it will be needed
- Details of the organisations banking arrangements
- Copy of the latest financial accounts
- Supporting evidence of the cost of the project where applicable. Evidence could include: estimates (more than one) or receipted invoice.
- Evidence of deliverability, where applicable. The applicant must show that there is a need for what is proposed and that it can be delivered by the means set out in the application. If it is a new project or substantial change to an existing one, the applicant must show that there is a realistic demand in Burwell for what is being proposed.
- The Council reserves the right to request additional information or supporting documentation before determining an application
- For CIL Funding: Projects funded through CIL must address demands that development places on the parish and meet the requirements of the Community Infrastructure Levy Regulations including
 - Any applicant must have a constitution and be a not-for-profit organisation
 - The application must be for a capital project that results from the increased housing and population within the village
 - Be able to provide bank account details and Financial Accounts for the previous year

If successful payment arrangements will be discussed, along with any other conditions with the applicant.

Applications should be sent addressed to: Burwellpc@burwellparishcouncil.gov.uk

Or:

Burwell Parish Council
Jubilee Reading Room
99 The Causeway
Burwell
Cambridge CB25 0DU

Receipt of applications will normally be acknowledged within one week.