

SOUTH SWINDON PARISH COUNCIL

Grant Application Procedure

Finance & Staffing Committee – 19 June 2018

1. Introduction

At the Finance & Staffing Committee Meeting on 29 May 2018 the Clerk was asked to produce a report for consideration about the introduction of a Grants Procedure.

2. Report Details

- 2.1** Councillors had expressed concern that a large amount of grant applications were now being received and that there needed to be a proper procedure to assess them. Otherwise only the first applicants in a financial year would receive funds or the Parish Council would exceed their budget and need to identify another source of funding.
- 2.2** The budgets from 2017/18 for grants was originally £15K and this was extended to £51K at the first budget review in July 2017. The actual spend at the end of 2017/18 was £19,081.10 which leaves an underspend of just under £32K. This amount can be moved to a fund to be used for 2018/19.
- 2.3** The budget for grants for 2018/19 is £40K and the spending on grants to date is £30,796.50, leaving £9K remaining from the budget. With the underspend from the last financial year there will £41K still available for grants for this year. However, in the next financial year there may not be the luxury of an underspend and a procedure needs to be put in place.
- 2.4** The suggested procedure is to advertise in September for local groups and organisations to make grant applications for 2019/20 by completing a Grant Application Form. Application Forms would need to be returned by the end of October 2018. The grants can then all be considered at the same time and the amount put in the budget. Payment of the grants would then be made in May 2019, when the Precept has been received. A small budget can be included in the budget of say £5 or 10K for urgent grants that come up during the year.
- 2.5** This does not include the Christmas Lights at Old Town as this is a separate commitment made by the Parish Council and is paid from a separate budget head.

3. Recommendations

- 3.1** That the underspend in 2017/18 be placed in a fund to use in 2018/19.
- 3.2** That the Grant Procedure set out in 2.4 be approved.