



# Stanway

## Parish Council

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## MICRO GRANTS POLICY – JULY 2021

### Introduction

This policy is designed to be a simple set of rules and guidelines by which individual councillors may allocate small grants within the Stanway Parish. In general, the process will be self-regulating for amounts up to £200, with a short form to complete providing brief details of the amount, beneficiary and purpose.

For bigger grants, a more detailed application form is required, to be more rigorously checked by the RFO or deputy. If available, a set of the organisation's previous year's financial accounts shall be supplied, particularly where large sums (in excess of £1,000) are involved.

### Payment

Once applications are checked by the RFO or deputy, payment may be made by cheque or via BACS (but not cash). Direct payment to an independent supplier of goods or services is permissible provided that the supplier has no personal or business relationship with the recipient organisation or its members.

### Key information

- The total amount available to each councillor, every year for the next three financial years is £300
- For the sake of efficiency, the minimum grant shall be £50.
- Funds may be rolled up over three years, but must be allocated and paid before 31<sup>st</sup> March 2024
- Any funds left over after that date will be applied to the Council's General Reserves.
- Funds may be combined by two or more councillors to create a larger donation
- Where possible, recognition of the Parish Council as provider of the grant (with or without councillors' names) is a requirement. This may be as simple as a photo opportunity with the donating councillor(s) or a news article in the organisation's publication or on their website.
- Grants must only be provided to individuals and small non-profit, amateur or charitable organisations to support things like one-off events, fund-raising or purchases like junior sports kit, equipment, etc. Common sense must be applied, but any variation on this or uncertainty around it requires the authorisation of the RFO or deputy.
- The Council's Code of Conduct must apply at all times to ensure complete transparency and no partiality in the award of grants. Councillors will take full responsibility for the probity of any grant initiated by them.
- A list, with details of all grant expenditure by each councillor, will be published on the website, with a running balance of funds still available.
- Application forms will be available to download from the website, along with this policy.
- In all cases, the decision of the RFO or deputy on the suitability of any grant is final.

