



Stanway

Parish Council

Parish Clerk: Donna Tristram

Victory Hall, Villa Road,

Stanway, Essex CO3 0RH

P: 01206 542221

E: clerk@stanwaypc.org.uk

MICRO GRANTS POLICY – MAY 2022

Introduction

This Policy is designed to be a simple set of rules and guidelines by which individual Members may allocate small grants to beneficiaries 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 the Deputy RFO. If available, the beneficiary'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 the Deputy RFO, payment may be made by cheque or via BACS (but not cash) subject to the Council's Financial Regulations. Direct payment to an independent supplier of goods or services is permissible provided that the supplier has no personal or business relationship with the beneficiary or, if relevant, the beneficiary's members.

Key Principles

- The total amount available to each Member, each year for the next three financial years (ending 31 March 2023) is £300.
- For the sake of efficiency, the minimum grant shall be £50.
- Funds must be allocated and paid before 31 March each year.
- Any unallocated funds remaining at the end of each financial year will be applied to the Council's General Reserves.
- Funds may be combined by two or more Members to create a larger donation.
- Where possible, the beneficiary will recognise the Council as provider of the grant (with or without the Member's name) . This may be as simple as a photo opportunity with the donating Member(s) or a news article in the beneficiary's publication or on its website.
- Grants must be provided only to individuals and small non-profit, amateur or charitable organisations to support things like one-off events, fund-raising or purchases such as 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 the Deputy RFO.
- The Council's Code of Conduct must apply at all times to ensure complete transparency and no partiality in the award of grants. Each Member will take full responsibility for the probity of any grant initiated by him/her.
- A list, with details of the grants awarded by each Member, will be published on the Council's website, with a running balance of funds still available.

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- Application forms will be available to download from the website, along with this Policy.
- In all cases, the decision of the RFO or the deputy RFO as to the suitability of any grant is final.