



# ECCLESFIELD PARISH COUNCIL

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## **Ecclesfield Parish Council Ward Based Grants Policies and Procedures**

At its 3<sup>rd</sup> December meeting the Council agreed that its small grants programme should move to a Ward based approach. The Council also asked that further work be undertaken to develop the policies and procedures guiding it and these be brought to Council for approval prior to its introduction. This discussion document sets out proposals how this might work.

- 1) The Council's grants programme should move to a ward based approach which would mean that each ward would have a small pot of funding to be spent on suitable and eligible activities benefiting that ward.
- 2) The amount each ward would receive would be based on the overall grant programme being divided equally by the number of Parish Councillors and multiplied by the number of Councillor's in each ward.
- 3) That this should be introduced in April 2021.
- 4) The approach should be reviewed before the end of April 2022.
- 5) That if the Council is supportive in principle to the approach, then further work be undertaken to develop the policies and procedures guiding it and these be brought to Council for approval prior to its introduction.

£45,000 is allocated to the small grants programme in 2021/22.

The fund will be equitably distributed across the wards in the Parish to be spent on suitable and eligible activities benefiting that ward.

The amount each Ward will be allocated from the overall grant programme will be divided equally by the number of Parish Councillors (including vacancies) and multiplied by the number of Councillors in each Ward. This would mean that for the financial year 2021/22 each Ward would be allocated £3000 (i.e. £45,000 divided by the 15 Councillors) then multiplied by the number of Councillors in that Ward.

Applying this methodology, will result in the following amounts being allocated to each Ward in the financial year:

- Chapeltown Ward - £12,000
- Burncross Ward - £6,000
- Ecclesfield Ward - £6,000
- Grenoside Ward - £6,000

- High Green Ward - £9,000
- Thorncliffe Ward - £6,000

When a grant application is received by the Council a member of staff would notify the relevant Councillors who then make in writing an initial recommendation, including how much how to award.

Should one or more of the Ward Councillors support the application it will then be considered by the Finance and Premises Committee.

Should none of the relevant Ward Councillors support the application it would be deemed to be unsuccessful. However, the application will be brought to the Finance and Premises Committee for final scrutiny and the ability of appeal.

At the Finance and Premises Committee meeting where the application is to be considered the organisation would have an opportunity to present the application.

The recommendation of Finance and Premises Committee will then go to Full Council for ratification.

The applicant would be notified of the decision of Council accordingly.

Should a Ward not spend their allocation in a financial year then that will roll over into the next financial year giving them a greater sum to award to applicants.

Where an application spans one or more Wards the process will be the same as above bar:

- That all of the Councillors in concerned Wards will be notified and invited to comment.
- That, if successful, any amount awarded, for administrative purposes, will be allocated to each Ward on an equitable basis based on the number of Councillors in the relevant Wards e.g. if a group spanning two Wards was awarded £500, and the concerned two Wards comprised one with 2 Councillors (Ward A) and the other with 3 Councillors (Ward B), £200 would be shown as allocated to Ward A and £300 to Ward B.
- In addition, the grant application form will require the application to state (tick) which Wards it affects, including an option of more than one Ward.

**Adopted by Council February 2021**  
**Review date February 2023**