

# Weymouth & Portland Borough Council

## DISCRETIONARY GRANTS, LOANS & SUBSIDIES POLICY

### POLICY STATEMENT:

**It is the policy of this council to consider awarding grants, loans and subsidies, upon application, to 'not for profit' organisations, subject to its limited budgets.**

#### 1) DEFINITIONS

- 1.1 A 'grant' is a non-repayable payment made by the council to an organisation.
- 1.2 A 'loan' is a repayable payment made by the council to an organisation. Loans may incur a repayable interest charge.
- 1.3 A 'subsidy' is allowing the use of a council service(s) or asset(s) at a discount. The discount can be up to 100%.
- 1.4 'Organisation' in this policy will normally refer to 'not for profit' or charitable organisations only.

#### 2) GENERAL

- 2.1 The contribution made by many organisations to the well-being of the local community is recognised by the Council as important to our society. The purpose of any grant, loan or subsidy given by the council is to support initiatives in the local community which help to achieve the council's Corporate Priorities.
- 2.2 This policy has been written to explain the main details of the council's approach to grants, loans and subsidies. Please read it carefully before making an application.

#### 3) EXCLUSIONS

- 3.1 Mandatory grants, loans or subsidies are not covered by this policy.
- 3.2 Monies or subsidies given to individuals (eg benefits or Disabled Facilities Grants) are not covered by this policy.
- 3.3 The administration of discretionary rate relief is not covered by this policy.
- 3.4 Property leases are not covered by this policy.

#### 4) CONDITIONS OF FUNDING

- 4.1 Applications must clearly demonstrate, at the time of application, a link to at least one of the council's Corporate Priorities, which can be found in its current Corporate Plan.
- 4.2 Applications must clearly demonstrate, at the time of application, how the grant, loan or subsidy will be of benefit to Weymouth & Portland.
- 4.3 Applications will be considered for day-to-day running expenses (including staffing costs) and/or one-off projects.

- 4.4** Applications will not be considered from organisations intending to support or oppose any particular political party or to discriminate against any section of the local, national or international community.
- 4.5** Applications will not normally be considered from organisations operated as a business to make a profit or surplus.
- 4.6** Ongoing commitment to awarding grants, loans or subsidies in future years will not normally be made, other than those covered by a Service Level Agreement (SLA) as detailed in 4.7 below.
- 4.7** Grants or loans of £1,000 or more, which are to be annually recurring or for which the funds will last more than 12 months, must be covered by a formal SLA between the council and the recipient. No single SLA can last more than 4 years.
- 4.8** All applicants must either have an equality and diversity policy or statement, or agree to comply with the Dorset Equality Scheme 2012-15, to which the council is signed up. Agreement by the applicant is automatic upon their acceptance of the grant, loan or subsidy.
- 4.9** Where the grant, loan or subsidy will include/affect young people, the applicant must either have a child protection policy or statement, or agree to comply with the council's Child Protection Policy. Agreement by the applicant is automatic upon their acceptance of the grant, loan or subsidy.
- 4.10** If an application is made for assistance in covering staffing costs either in part or in full, job descriptions for the posts to be partly or fully covered must be supplied to the council before funding is released.
- 4.11** There is no dedicated grants, loans and subsidies budget, and due to the council's tight finances, each application will be assessed on its own merits and considered along with other applications. To ensure as fair a distribution as possible, the council will take into account the amount and frequency of any previous awards given to the organisation.
- 4.12** Due account will be taken of the extent to which funding has been sought or secured from other sources or own fund-raising activities.
- 4.13** The Council may make the award of any grant, loan or subsidy subject to such additional conditions and requirements, as it considers appropriate.

## **5) PROCEDURE FOR APPLICANTS**

- 5.1** Generally, applications can be made at any time of the year. However, the service receiving the request may have its own timescales which will need adhering to. It is the applicant's responsibility to check if deadlines are in place. No guarantee can be made regarding speed of payment if approved.
- 5.2** For grants or loans over £1,000, proof of expenditure must be provided to the council wherever possible.
- 5.3** Any organisation receiving a grant, loan or subsidy will be expected to acknowledge the council's contribution on all publicity (including online) and printed material.
- 5.4** In the event, for whatever reason, of the grant, loan or subsidy not being used, in part or in full, a full explanation shall be submitted to the Council within one year of the award being made. The remaining balance of the grant or loan must be repaid to the council immediately.
- 5.5** The Council reserves the right to reclaim any award in the event of it not being used for the purpose specified on the application form.