

Ref. No.	PL/EA/1
Category (Y/N)	
People	
Place	Yes
Corporate	
In Constitution	

Discretionary Grants, Loans and Subsidies Policy (Weymouth & Portland Borough Council)

Policy Details

What is this policy for?	To help ensure that grants, loans and subsidies are offered fairly, and to the benefit of the Council. To ensure that all discretionary grants and loans are administered robustly, with enhanced member contribution. To help ensure the council is better recognised for the assistance it gives to local organisations. To provide a council-wide standard for putting Service Level Agreements in place, covering ongoing grant or loan payments.
Who does this policy affect?	The Discretionary Grants, Loans and Subsidies Policy sets out a procedure for the allocation of funds to individuals and organisations subject to some identified exclusions and subject to a range of conditions. Potentially includes any individual or organisation not excluded by the Policy. Dorset Council has adopted policies from its constituent councils. Please be aware varying policies apply within the Dorset Council area. Policies will be reviewed and/or harmonised by 1 April 2021.
Keywords	Weymouth & Portland Borough Council DISCRETIONARY GRANTS, LOANS & SUBSIDIES POLICY
Author	Mark Ayles Business Intelligence and Reporting Lead now at DCC and Chris Churchill who I believe is no longer with the DCP.
Dorset Council policy adopted from	Weymouth and Portland Borough Council. Dorset Council has adopted policies from its constituent councils. Please be aware varying policies apply within the Dorset Council area. Policies will be reviewed and/or harmonised by 1 April 2021.
Does this policy relate to any laws?	Local Government Act 1972 (as amended).
Is this policy linked to any other Dorset Council policies?	Not directly linked but enables leasing and licensing of property at Market Rental Values while granting parallel subsidies.
Equality Impact Assessment (EqIA)	An EQIA will be completed when the policy is reviewed/harmonised for Dorset Council.
Other Impact Assessments	Grants Loans and Subsidies made are now subject to periodic reviews.

Status and Approvals

Status	Live	Version	
Last review date	15 th October 2012	Next review date	
Approved by (Director)		Date approved	
Member/ Partnership Board Approval	Weymouth & Portland Borough Council Management Committee Decision	Date approved	15th October 2012

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.

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DISCRETIONARY GRANTS, LOANS & SUBSIDIES POLICY

Appendix 1 – Guidance for managers administering grants, loans and subsidies

Internal administration

- 6.1** Management Committee will be responsible for reviewing all grants, loans on subsidies on an annual basis. A report will be taken to the Committee once a year.
- 6.2** As detailed in paragraph 4.7 of the policy, all grants or loans of £1,000 or more, which either recur on an annual basis or are one-offs but the funding will be used for over 12 months, must have a Service Level Agreement (SLA) in place. The council's SLA guidance and template should be used to ensure a uniform approach. (*Guidance not yet written as at 26th September 2012*). No SLA can last for more than four years without being reviewed again by Management Committee.
- 6.3** The following points apply when administering grants & loans:
- 6.3.1** All applications for a grant or loan totalling £1,000 or more, which a manager recommends for approval, must be submitted to all of the council's political group leaders. This can be done by email or hard copy, using Appendix 2 to this policy (unsigned initially) as a recommendation form. All supporting information should also be attached. The group leaders will consider the recommendation and respond to the manager as soon as possible. The response from group leaders is not a decision.
- 6.3.2** Once all group leaders have responded (whether supporting the recommendation or not), the manager should sign the declaration at the bottom of Appendix 2.
- 6.3.3** The manager must submit all relevant information (including the completed Appendix 2) as a report to the next available Management Committee, who will either formally authorise or reject the payment of the grant or loan.
- 6.3.4** Where recurring grants or loans are covered by an SLA (up to four years), a report only needs to be taken to Management Committee once before the start of the agreement; not annually.
- 6.3.5** All applications for a grant or loan totalling less than £1,000 will be at the Service Manager's discretion, but will be assessed retrospectively by Management Committee once a year.

The following point applies to subsidies:

- 6.3.6** All applications for a subsidy will be assessed at the Service Manager's discretion, but will be reviewed retrospectively by the Management Committee once a year.
- 6.4** Each service will be responsible for administering its own processes and timescales for applying for grants, loans and subsidies from its own budget(s) and resources.
- 6.5** Each service shall ensure adherence to this policy and all applicable legislation, including the council's Equality and Diversity Policy and Child Protection Policy.
- 6.6** Service Managers will initially compile and then annually update a list of all grants, loans and subsidies awarded within their service. The full set of lists will be collated once per annum and presented to Management Committee.

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DISCRETIONARY GRANTS, LOANS & SUBSIDIES POLICY

Appendix 2 – Recommendation of grant or loan application over £1,000

Application summary:

Name and address of organisation applying for grant/loan

Grant

Loan

Recommended amount

£

Intended use of grant/loan

Recommended by majority of group leaders?

Yes

No

Recommendation to Management Committee by Service Manager:

I recommend that the application as above (further detail attached) is accepted. I confirm that in accepting the application, all conditions of the council's Discretionary Grants, Loans and Subsidies Policy will be met.

Signed

Print

Service

Date

Please submit this completed form along with all supporting information to the Management Committee.