



Holybrook Parish Council

Serving the communities of Fords Farm and Beansheaf Farm

Community Infrastructure Levy Receipt – Grant Policy

1. Purpose

1.1 This purpose of this policy is to set out the principles, criteria and processes that govern how Holybrook Parish Council may distribute its Community Infrastructure Levy receipts to a third party to complete infrastructure projects on the Council's behalf.

1.2 This policy is separate from and not used in conjunction with Holybrook Parish Council's standard Grant Policy.

2. Introduction

2.1 Under regulation 59A of the Community Infrastructure Levy regulations (2010) (as amended), Parish Councils are entitled to a proportion of Community Infrastructure Levy receipts collected by the District Council for all new, eligible, building in their area.

There are strict guidelines on how, and in what time-frame, this money can be spent. Most importantly, however, is that the money must be spent on improving infrastructure within the Parish.

Key stakeholders within the Parish are contacted and asked to provide suggestions and quotations of valuable infrastructure projects which would help develop and enhance Holybrook Parish.

The CIL receipts projects will be managed by Holybrook Parish Finance Committee and approved by the Full Council. Day-to-day administration of the projects will be dealt with by the Parish Office.

2.2 The Finance Committee ensure proper governance of the Parish Council's CIL receipts grants:

- Through principles which ensure that, even where there is third party involvement, decisions are ultimately made by the Parish Council.
- Through published grant-making criteria.

3. Grant-making principles

3.1 The principles which underpin the Council's governance of the CIL receipts grant making take into account the scale and range of its receipts.

3.2 The principles are as follows:

- Holybrook Parish Council has collective responsibility for all CIL receipt grant-making decisions in-line with the Council's aims and objectives for the improvement to infrastructure within Holybrook Parish and any restrictions as applied to this purpose.
- Holybrook Parish Council may assign certain decision-making responsibilities to its sub-committees or staff. Such delegated decisions are subject to scrutiny and review from time to time.
- Holybrook Parish Council reserves the right to apply conditions to any grant.
- Holybrook Parish Council also reserves the right not to approve any recommendation or nomination if they (or those acting with their delegated authority) determine that the resulting grant would be in conflict with the CIL receipt expenditure regulations.

4. Grant-making criteria

4.1 Only key stakeholders within Holybrook Parish may approach the Parish Council for a CIL receipt grant (other organisations can apply for a standard grant as detailed in the Parish Council's separate 'Grant Policy'.

4.2 Grants will not be awarded to cover for example, administration and staffing costs. Grants can only be used for the purpose in which they were given and **projects must be completed within one year of receipt of the grant.**

4.3 The Parish Council gives this grant with the knowledge that the outcome must support and/or develop the infrastructure within Holybrook Parish in-line with the demands placed on it by new development with the Parish.

4.4 There is no minimum sum to which a grant request can be made. However, the maximum will be determined by the amount of CIL receipts the Parish Council have, how well supported the project was by residential voting and how valuable the Parish Council deem the project to be in its support of the Parish's infrastructure.

A grant may be awarded in its entirety or as a proportion of the sum requested.

4.5 The Parish Council will not own or maintain the items or projects completed. It is the sole responsibility of the applicant to ensure proper measures for on-going maintenance, insurance etc are provided.

4.6 The grant receiver will be invited to attend the Annual Assembly of the Parish Council.

4.7 The Parish Council must be named and credited in any promotional, marketing and social media material relating to the purchase/project and invited to officially attend any opening ceremonies.

4.8 The Parish Council must be provided with a project income and expenditure account/summary within one calendar year of the grant accompanied with copies of all invoices and receipts.

4.9 Photos showing the beginning and completion of the project supported are required.

5. Grant-making processes

5.1 The Parish Council aim for the CIL receipts grant-making processes to be transparent and to address the interests of applicants and the wishes of Holybrook Residents. To this end, all grant requests go through a four-stage process as follows:

- Eligibility Check.
- Assessment by the Finance Committee to determine whether the request should be shortlisted for support by Full Council. Requests that are not shortlisted are rejected.
- Subject to residential voting. Projects which are not supported by the residential vote are not rejected if the Parish Council deem their worth viable/necessary.
- Ratification by full council.

5.2 All grant payments will be made by cheque on receipt of a written request by the applicant organisation accompanied by an appropriate invoice detailing:

- the sum agreed
- the project for which payment is to be made
- bank details for the project. Payments will not be made payable to individuals.
- the start date of the project.

Cheques will not be issued more than 3 months before the actual project start date unless specifically requested to do so.

5.3 The grant recipient accepts that the Parish Council will publish the detail of all awards provided.

..... **Chairman** **Date**

..... **Clerk** **Date**