

BROUGHTON ASTLEY PARISH COUNCIL

GRANT AWARDING POLICY

Please read this document carefully as failure to comply with the conditions and complete the application incorrectly may result in a delay in funding being awarded.

The Parish Council has the power under the General Power of Competence (Localism Act 2011 S1-8) (SI. No. 965) to consider and award grant funding to support projects delivered by various organisations or individuals for the benefit of the community in the parish of Broughton Astley.

These guidelines are designed to give a broad overview of what projects and requests might be considered and how an application can be made.

The availability of funds for grants is dependent on the Council's overall financial position and the choices it makes when allocating its resources each year. One year's funding may not necessarily mirror the previous years. The Council will agree a set annual amount within the budget each year that will be allocated for the duration of the financial year and once allocated no further funds will be available.

The Parish Council's application process is open to established voluntary or community groups, as well as new or informal groups of parishioners who are or intend to by the date of application to become formally constituted. The Council awards funding entirely at its discretion to community organisations which can demonstrate a clear need for financial support without discrimination on the grounds of race, gender, sexual orientation, occupation, religion, or political opinion.

This Policy is subject to review and amendment at any point if the Clerk and/or the Council feel appropriate

What is a Grant

A grant is an award of funds to an organisation or individuals to support voluntary and/or community activities. The organisation (or individuals) specifies (specify) the proposed activities, and the Council makes a financial contribution through awarding a grant, ensuring that the Council taxpayers of Broughton Astley get value for money. The Council will normally impose conditions on the use of the funds, but does not receive any works, goods, or services in return.

WHO IS ELIGIBLE TO APPLY?

To be eligible to apply for a grant an organisation/individual must usually:

- Be a not-for-profit body.
- Be established for charitable, social, or recreational purposes.
- Have a constitution, or set of rules, which defines its aims, objectives, and operational procedures.

- Have a bank account that is in the name of the organisation.
- Be able to demonstrate clearly how the funding will benefit the local community.
- Individual applicants may be considered on a case-by-case basis, but they must be able to demonstrate that a clear benefit to the community of Broughton Astley Parish will be had from the proposed grant request (i.e., that it is not just for personal benefit).
- Be newly formed organisations.

WHAT CAN BE FUNDED?

The Parish Council will consider all applications that meet the required criteria, but usually:

- The project should be something which makes the local community a better place in which to live, work or visit.
- It should benefit people who live, work, or visit the Parish or a good proportion of.

THE FOLLOWING ARE NOT ELIGIBLE

- Businesses.
- The running costs of any organisation.
- Any projects that are the prime statutory responsibility of other government bodies.
- Projects which improve or benefit privately owned land or property.
- Retrospective applications for projects which have already been completed.

CONDITIONS OF SUPPORT

The Parish Council will make the award of any grant subject to all or some of the following conditions. Required conditions will be at the discretion of the Parish Council and considering an organisation's individual circumstances.

- Funding must be used within three months (or longer by arrangement with the Parish Council) of the receipt of the grant with any unspent funding being returned to the Parish Council.
- The Council must be provided with a report within three months (or longer by arrangement with the Parish Council) of receipt of the grant confirming how the money was spent and must include copies of invoices and/or other documentation including receipts as evidence that the expenditure has been accrued.
- Funding can only be used for the purpose agreed with the Parish Council and if the monies are not spent on the purpose/project agreed then the receiving organisation/individual may be requested by the Parish Council for it to be returned.
- If the project costs more than anticipated, the shortfall must be met by the organisation, no further funding will be agreed.

- The Parish Council would ask that you acknowledge its support in any publications, publicity, and annual reports.
- The organisation must state if they are providing some of their own funding towards the project.
- The giving of funding one year does not set a precedent for another/future year(s).
- The Council has the right to impose additional conditions on any funding awarded as it considers appropriate.
- The Council has the right to withdraw any already agreed funding if false information is provided.

PROCESS OF APPLICATION

- All applications will be considered in an open and transparent way; it will NOT be a first come first served process, subject to budget availability.
- All applications must be submitted on the Council's application form (Appendix 1).
- Application forms are available from the Parish Office on request and are available for download on the Parish Council's website.
- All applications must include copies of the latest statements of all bank / building society accounts associated with the organisation.
- Organisations will be required to provide a copy of their constitution together with the details of the aims and purpose, project or activity and demonstrate a clear need for funding.
- All applications must demonstrate clearly how the funding will be of benefit to the local community within the Parish.
- The Parish Manager will receive all applications in the first instance to ensure all criteria are met before taking to the next appropriate Parish Council meeting for decision.
- The Parish Council reserves the right to refuse an application if all criteria are not met or to ask for more information/evidence as they feel appropriate.
- The Parish Council may ask for further information to consider the application.
- All applicants will be contacted following the Council's decision.

POSSIBLE OUTCOMES

The Parish Council will make one of the following decisions

- Agree the funding request in full or in part.
- Agree funding to be made later for all or part of the amount requested.

- Defer consideration of the application to a future date or period, but to no later than the end of the Financial Year.
- Refer the applicant to alternative funding sources.
- Decline the application.

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If you need further information or have any queries concerning the Community Grants Policy and Procedure, please do not hesitate to contact the Parish Manager by telephone on 01455 285655 or by email: parishmanager@broughton-astley.gov.uk.