

Broughton Astley Parish Council

Community Grants Policy and Procedure 2017

The Parish Council has the power under the General Power of Competence (Localism Act 2011 Section 1-8) (SI. No.965 2012) to award grant funding to organisations and individuals working for the benefit of the community in the parish of Broughton Astley.

The Objectives of community grants are:

- To benefit the community of Broughton Astley
 - To promote a vibrant, active and sustainable community
 - To contribute to the development of facilities in the community
 - To assist, develop and promote local voluntary and charitable organisations
 - To ensure that Council tax payers of Broughton Astley Parish get value for money from the Parish Council
1. Community Grants will not be awarded to any organisation automatically; each organisation must make a separate application each year.
 2. Applications will not be considered without a completed application form and the presentation of up to date accounts, where appropriate.
 3. Applicants must set out how the community of Broughton Astley will benefit from the work funded by the grant.
 4. Where evidence is provided that a grant made to an individual would benefit the wider local community of Broughton Astley, a Community Grant may be paid to the individual at the discretion of the Parish Council.
 5. Applicants must outline any other funding they have been awarded or have applied for. Where the Parish Council is being asked to be the sole funder the applicant must explain the reason for this. Applicants are encouraged to submit applications to other funding sources.
 6. The Parish Council will expect each applicant to justify the Community Grant which is being sought and such justification must include details of what the money is to be spent on and the financial case.
 7. Organisations who wish to be considered for a grant must provide evidence of 'self-help', for example through a membership fee or other fund raising activities.
 8. In normal circumstances Community Grants will only be awarded to local organisations rather than individuals. If awarded to an organisation the grant must be paid to that organisation rather than to an individual.
 9. Community Grants are not normally made to organisations located outside the Parish of Broughton Astley, unless evidence is provided that a grant provided would benefit the wider local community of Broughton Astley.
 10. Community Grants will not be considered for projects that have already been completed.
 11. Community Grant recipients may be asked to acknowledge Parish Council support on stationery, media releases and on promotional material
 12. The Community Grants Policy and procedure will be reviewed by the Administration and Finance Committee every year.

Procedure

1. Completed application forms and up to date accounts must be received at the Parish Office not less than 7 clear days before a Parish Council meeting.(details of meetings are available on the website) www.broughton-astley.gov.uk
2. Other policies/documents may be requested by the Parish Council (eg Health & Safety policy, Child Protection policy, insurance documents, Safety certificates, Inspection reports, etc) if applicable to the Community Grant application
3. Community Grant recipients will be notified in writing within 30 days of the Parish Council meeting, and a cheque raised for the amount to be awarded.
4. Community Grant recipients may be invited to attend a Parish Meeting to provide feedback in the form of a display or a presentation of how the grant was used.

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 debbie@broughton-astley.gov.uk.

UPDATED: March 2017
NEXT REVIEW: March 2018