

BURTON GREEN PARISH COUNCIL

GRANT AWARDING POLICY

Burton Green Parish Council is committed to providing assistance and support to local community groups. This policy sets out the procedure and terms and conditions of the Council's grant awarding process.

Grants may be awarded to qualifying organisations to enable the organisations to undertake voluntary and community sector activities. Burton Green Parish Council will consider the allocation of grants to qualifying organisations against transparent and consistent criteria. The consideration of the allocation of grants will be dependent on the Council's overall financial position and budgeted grant allocation.

GRANT TERMS & CONDITIONS

The following apply:

- All grant applications must be “in the interests of or will directly benefit the area or its inhabitants, or of part of it, or of some of its inhabitants” and “the direct benefit should be commensurate with expenditure”¹.
- On-going commitments to award grants will not be made.
- Grants will not be made retrospectively.
- Grants cannot be issued to individuals.
- Grants cannot be made to fund political activities.
- Grants must be for a specific cost or project, they cannot be requested for general reserves.
- Grants will not be awarded after the relevant event or project has been completed.
- The Council has limited funds and cannot make substantial grants – for large projects, other bodies should be approached for financial assistance.
- The Council's decision on any application is final and there is no right of appeal.
- The Council reserves the right to decline any application without giving reasons for its decision.
- Where a Councillor is a member of a group/organisation applying for funding, the Councillor must declare an interest in the matter and refrain from voting.

QUALIFYING ORGANISATIONS

An organisation will qualify for consideration if it meets the following criteria:

- It is independent of any other commercial organisation and determines its own aims and objectives
- It is formally constituted with an approved signed written constitution and a management committee made-up of primarily of volunteers.
- It operates on a not-for-profit basis and exists for educational and charitable reasons only, from which its shareholders and trustees do not benefit financially.
- Its membership is open and there is no discrimination of membership on grounds of sex, race or religion
- It is based in the Parish of Burton Green and delivers services to the people of Burton Green Parish, or is based outside of the Parish of Burton Green but provides services to the people of Burton Green Parish.

¹ Local Government Act 1972 S137

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GRANT AWARDING CRITERIA

Each application for funding will be assessed on its own merits and reviewed against the following criteria:

- The number of residents directly benefiting from the grant
- The quality and effectiveness of services provided by the qualifying organisation
- The financial management of the qualifying organisation including the provision of signed accounts
- The ability of the organisation to attract other sources of funding
- The ability of the organisation to meet community needs
- The amount and frequency of previous awards

APPLICATION PROCEDURE

Qualifying organisations applying for grants may submit their application to the Clerk at any time during the financial year.

Applications must include:

- a. A completed application form
- b. A copy of the written constitution
- c. Copies of their last financial year-end accounts

SUCCESSFUL APPLICATIONS

A grant award must only be used for the purpose stated on the application. If the organisation is unable to use any part of the money within the financial year awarded for the purpose stated then unspent monies must be returned to the Parish Council.

The Parish Council will request proof of expenditure.

Organisations receiving grants are required to advise their users/members that the grant or equipment has been received from Burton Green Parish Council. Where appropriate the Parish Council will affix a label to the equipment.

Where equipment is gifted to an organisation the Parish Council requires that it is insured and maintained at the expense of the organisation.

Signed (Chair): Cllr Grant

Date: 16th January 2023

Date for next review: January 2024

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BURTON GREEN PARISH COUNCIL GRANT APPLICATION FORM

By submitting an application, you are confirming that you abide by the grant conditions in Burton Green Parish Council's Grant Awarding Policy.

| | |
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| Name of Organisation | |
| Registered Charity Number (if applicable) | |
| Contact Name | |
| Constitution attached (required - tick to confirm) | Yes |
| Last financial year-end accounts attached (required - tick to confirm) | Yes |
| Position within the organisation | |
| Telephone number | |
| Address of organisation | |
| Postcode | |
| Email address | |
| Total cost of purpose / project | £ |
| Total amount of grant requested | £ |
| Date by which funds are required | |
| Total number of users of your organisation | |
| Number of residents in Burton Green Parish who will directly benefit from the grant | |
| Where expenditure is for maintenance or refurbishment of a community building or land please specify the number of years left on the lease | |
| What are your organisation's objectives? | |

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| For what purpose / project is the grant requested, and what is the evidence need for the grant? | |
| How will you ensure that the services provided are fully accessible to the community? | |
| Confirmation that your organisation conforms with our Equalities Policy (tick to confirm) | Yes |
| Grants will be paid by BACS Bank account number and sort code: | |

Signed.....

Name.....

Position in organisation.....

Date.....

For official use

Date Received

Date of Council meeting

Council decision Fund / Fund in part / Reject

Amount to be funded £

Date of notification of decision

Minute number