

Burton Green Parish Council Grant Awarding Policy 2014

Grants may be awarded to Qualifying Organisations during the current financial year, at the discretion of Burton Green Parish Council, 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.

DEFINITIONS

GRANTS: A grant will be an allocation of funds to a qualifying organisation during the current financial year, however:

- On-going commitments to award grants will not be made.
- A fresh application will be required for each financial year.
- Only one application for each type of grant will be considered from any one organisation in any one financial year.
- Grants will not be made retrospectively

There are two types of grant, the General Grant and the Open Spaces Maintenance Fund. A General Grant is any payment or gift made by the Parish Council to a qualifying organisation for a specific purpose that will benefit the Parish, or residents of the Parish, and which is not directly controlled or administered by the Parish Council. This includes Section 137 grants where the law requires that grants 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".

Open Spaces Maintenance Fund grant is a grant for the maintenance of Open Spaces including ancillary facilities essential to their use.

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.
- It provides activities that benefit the residents of Burton Green Parish, specifically 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.

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

- a. Number of residents directly benefiting from the grant
- b. The quality and effectiveness of services provided by the qualifying organisation
- c. The financial management of the qualifying organisation including the provision of signed accounts
- d. The ability of the organisation to attract new sources of funding
- e. Whether the organisation has transparent objectives, performance monitoring¹ and risk assessment² procedures
- f. The ability of the organisation to meet new community needs
- g. The amount and frequency of previous awards

APPLICATION PROCEDURE: The application procedure will depend on the size of grant applied for. Qualifying organisations applying for grants under £50 do not need to submit an application form but should apply directly to the Parish Council office. Qualifying organisations applying for grants may submit their application at any time during the current financial year.

Applications must include a completed application form and a copy of their constitution.

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 the money, or any part of it, within the financial year awarded for the purpose stated then unexpended 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.

¹ Performance monitoring will be proportionate to the amount of funding support awarded and should be used to demonstrate achievement.

² There are various risks associated with funding support and qualifying organisations will be encouraged to carry out risk assessments to identify possible areas of concern, including audit processes, internal control processes and safeguarding of users. Risk assessment monitoring will be proportionate to the amount of funding support awarded.

Burton Green Parish Council Grant Application Form

Name of Organisation	
Registered Charity Number (if applicable)	
Contact Name	
Constitution attached (tick yes to confirm)	Yes
Position within the organisation	
Telephone number	
Address of organisation	
Postcode	
Email address	
Total cost of purpose / project	£
Amount of funds applied for in 2017/18	£
Date by which funds are required	
Total number of users of your organisation	
Number of your users resident 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?	

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 Equal Opportunities Policy (tick to confirm)	Yes

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