



## **GRANT AWARDING POLICY**

### **GUIDANCE NOTES FOR APPLICANTS**

Applications must satisfy the following conditions to be considered for a grant:

#### **1 Type of Organisation or Group and Project or Activity Funded**

- 1.1. Bids should be made for projects which will be of benefit to the whole community or a significant number of residents within the Parish.
- 1.2. Applications will not be accepted where the benefit is to a single individual.
- 1.3. Applications will be considered only from “not for profit” organisations.
- 1.4. Grants will not be awarded retrospectively for expenditure already undertaken or where a project has been completed except in exceptional circumstances and then for no more than £300. The Council will not make more than one grant of this nature, to the same applicant, within the same financial year.
- 1.5. The Parish Council will only consider one grant application per organisation within a financial year unless there are extenuating circumstances.
- 1.6. Projects will be considered that may achieve one or more of the following:
  - (a) address problems of social deprivation, disadvantage etc.
  - (b) demonstrate a degree of community development/public involvement
  - (c) impact on crime and disorder
  - (d) contribute to economic development/tourism
  - (e) provide services for youth/the elderly
  - (f) provide or improve sport or cultural activities
  - (g) improve the physical environment
  - (h) address problems of climate change and promote a carbon neutral community
  - (i) promote equal opportunities
  - (j) demonstrate collaborative working - different agencies working together
- 1.7. Projects will not be funded if they are eligible for funding from other local authority funding sources, unless there is matched funding and this should be

stated. Applicants demonstrating that they have applied for matched funding from any other grant awarding bodies will considerably assist their application to this council.

## **2 Typically Size of Grant Awarded and Documents Required**

- 2.1 Applications should normally be for sums not exceeding £2,000. Grants above this figure may be considered.
- 2.2 Applications for £1,000 or more should include the accounts of the relevant organisation or group for a period of one financial year prior to the date of application (or longer if requested by the Parish Council) and indicate expenditure, income, assets and liabilities, together with funding obtained from other bodies. If the organisation or group has not been in existence for a year at the time of application, the Parish Council may require other evidence of financial viability.
- 2.3 For applications under £1,000 supply of these documents with the application form will considerably assist their application. Applications under £300 will be considered on their merit and without the need to supply detailed documentation in support. The Council may, however, request further information.
- 2.4 Repeat applications for grants year upon year by the same (or a related) organisation may not be considered unless there are exceptional circumstances which the Parish Council considers an appropriate use of the grant fund. Such grants shall not in any event exceed three years. In such cases, projects that require repeat funding will only be considered if the applicant can demonstrate a clear plan for future funding from other sources after the second year's contribution from the Parish Council's grant fund.
- 2.5 Applications must be made in the name of the organisation or group to which financial assistance is to be granted and be supported by the main officers or leaders of the group.
- 2.6 Applications must be made on the council's grant application form
- 2.7 The maximum grant available in normal circumstances is £3,000 so long as the Parish Council's grant budget is not exceeded by the grant award.

## **3 Timing of Applications**

- 3.1 Applications made towards the end of the financial year (April-March) may need to be referred to the Finance and General Purposes Committee at its first meeting in the following financial year.

## **4 Conditions of funding for grants exceeding £2,000**

- 4.1 Where the grant award exceeds £2,000, the Parish Council will require the grantee to publicise the source of the grant in any relevant written or electronic communication and will require an agreement from the grantee as a condition of

the award of the grant to provide the Parish Council with a written statement within 12 months of the grant being made as to how the grant has been used supported by financial evidence to include:

- (a) the purpose and use of the grant monies
- (b) comprehensive and up-to-date records of the grantee's capital and operational expenditure
- (c) schedule of expenditure of grant monies with supporting invoices

The statement will become a document available for public inspection.

## **5 General Conditions**

- 5.1 Any monies not spent by the grantee by 31<sup>st</sup> March in the year following the year in which the grant was made will be repaid to the Parish Council within 28 days of the that 31<sup>st</sup> March.
- 5.2 Balsall Parish Council reserves the right to recover the grant ~~and~~/or moveable equipment purchased with the grant monies if the organisation ceases to exist, if the grant is not used for the purposes specified, or the conditions of the grant are not complied with.
- 5.3 Anyone found to be acting dishonestly in making the application or spending the grant will be reported to the Police and the Parish Council will press for prosecution.

## **6 Data Privacy**

- 6.1 In submitting a grants application form, you give permission for Balsall Parish Council to use the information you provide:
  - a) for establishing your entitlement to a grant
  - b) the inclusion on an electronic record maintained by the parish council and for the lifetime of the grant, to administer and analyse applications and grants awarded.
- 6.2 Balsall Parish Council's Privacy Notice can be found on the website [balsallparishcouncil.gov.uk](http://balsallparishcouncil.gov.uk).

## **7 Feedback**

Successful applicants are expected to provide feedback to the Parish Council on the outcome of their project. The Parish Council must report annually on the total spent on grants and will publicise the groups in receipt of a grant and the use made of the grants.

### **Application Forms Available From**

If you would like to apply for a grant, an application form may be downloaded from the Parish Council's web site or by application to the Clerk for a form for manual completion.

Approved by Balsall Parish Council 18 July 2018