

BOUGHTON MONCHELSEA PARISH COUNCIL

GRANT AWARDING POLICY

1. Introduction to Policy

1.1 A grant is a payment made by Boughton Monchelsea Parish Council (“the Parish Council”) to be used by an organisation for a specific purpose that will benefit the Parish or its residents. The Parish Council awards grants, at its discretion, to organisations that can demonstrate a clear need for financial support in order to benefit the Parish by:

- Providing a service;
- Enhancing quality of life;
- Improving recreation;
- Improving the environment;
- Promoting the Parish of Boughton Monchelsea in a positive way.

1.2 Section 137 of the Local Government Act 1972 empowers local Councils to make such grants to voluntary bodies and charities, where no specific grant making power exists in other legislation and where, in the Council’s opinion, the grant will benefit any part of its area or any of its inhabitants.

2. The Grant Application Process

2.1 Applicants are required to complete a grant application form, available from the Parish Clerk. All questions on the application form should be fully answered. In addition to the application form, applicants will need to provide the following supporting information:

- a copy of their written constitution or details of their aims and purpose;
- full details of the project or activity which the grant is for;
- explain how the grant will be of benefit to the local community
- the approximate number of beneficiaries living in the electoral area who will benefit from the grant;
- demonstration of a clear need for the funding;
- a copy of the previous year’s examined accounts or, for new initiatives, a budget and / or business plan.

2.2 All grant applications in respect of any given financial year of the Parish Council must be received by the Parish Clerk no later than the 31st October immediately prior to the start of that financial year (the “application deadline”). All grant applications received by the application deadline will be reviewed at the Parish Council Finance Committee’s budget meeting immediately following the application deadline, whereupon the Parish Council will decide which grant applications to approve. All such approvals are subject to receipt of the precept requested for the given financial year of the Parish Council. Any payments made in respect of successful grant applications will be made to the applicant organisation in the following May.

2.3 Any grant application received after the application deadline will only be reviewed at the discretion of the Parish Council and its decision as to whether or not to do so shall be final.

BOUGHTON MONCHELSEA PARISH COUNCIL

GRANT AWARDING POLICY

2.4 Funds available are limited and guidance can be given to applicants by the Parish Clerk where required, although this would be for guidance purposes only and would not be an indication of support nor of the actual funds available.

3. Conditions of Funding

3.1 The applicant organisation must be either a charitable organisation, a non-profit-oriented business, or other community-related organisation. The organisation must not be directly or jointly controlled or otherwise administered by the Parish Council.

3.2 Grants will not be made to projects that discriminate on any grounds.

3.3 Grants will not be made to individuals.

3.4 Grants will not be made retrospectively.

3.5 An organisation should have a bank account in its own name. Payment will be made to the named organisation.

3.6 The administration of and accounting for any grant shall be the responsibility of the applicant.

3.7 All grant awards must be properly accounted for by the applicant and evidence of such expenditure should be supplied to the Parish Council where requested. Where the value of a grant awarded exceeds £2,000, a report must be provided by the applicant to the Parish Council within twelve months of the date of payment of the grant. This may take the form of an annual report or set of accounts which clearly identifies the manner of spending. This written report must be deposited with the Parish Clerk. Applicants should be aware that this report becomes a document that members of the public have the right to inspect under the provisions of section 228 of the Local Government Act 1972. The Parish Council may extend this reporting condition to other grant recipients as part of the awarding process.

3.8 An applicant organisation should make a public acknowledgement of any grant awarded to it by the Parish Council.

3.9 Only one application for a grant will be considered from an applicant in any one financial year of the Parish Council.

3.10 An ongoing commitment to award a grant in future years will not be made. A fresh application will be required each year.

3.11 Each grant application will be assessed on its own merits. The Parish Council reserves the right to refuse any application, or to approve an application with a grant amount that is different from the amount that was requested.

3.12 The Parish Council may make the award of any grant subject to such additional conditions and requirements as it considers appropriate.

BOUGHTON MONCHELSEA PARISH COUNCIL

GRANT AWARDING POLICY

3.13 Any grant awarded by the Parish Council must only be used for the purpose for which it was awarded unless written approval from the Parish Council has been obtained for a change of use of the grant. Any unspent portion of the grant must be returned to the Parish Council by the end of the Parish Council's financial year in respect of which the grant was made, except where the Parish Council has agreed otherwise in writing.

3.14 Without prejudice to the process outlined in this policy, the Parish Council may make the award of a grant at any time that it considers to be appropriate in the event of any unforeseen circumstances.

3.15 Nothing contained herein shall prevent the Parish Council from exercising, at any time, its existing duty or power in respect of providing financial assistance under the provisions of section 137 of the Local Government Act 1972.

Grant Application Form

Name of Group / Organisation :

Contact name :

Contact address

E-mail :

Phone number :

How long has your group been operating?

Are you a registered charity? If so, please provide your charity number

Does your group have a formal constitution?

Does your group have an annual record of accounts? If yes please provide a copy or your latest accounts

Please describe your group's main activities

How much are you applying for?

What is the grant for?

How many people in Boughton Monchelsea are likely to benefit from it?

How will Boughton Monchelsea benefit from it?

Do you have any other source of funding? If so, please provide details

If your application is successful, your grant will be paid by bank transfer. Please provide your group's bank details

Please read the following important terms and conditions carefully. By signing this form, you are confirming that:

BOUGHTON MONCHELSEA PARISH COUNCIL

GRANT AWARDING POLICY

- You are an official representative of your group and are authorised to apply for funding on their behalf.
- Your details can be held by Boughton Monchelsea Parish Council in accordance with the Data Protection Act to administer the grants process.
- You have read and understood the Parish Council’s Grant Awarding Policy.
- The information provided in this application is a fair and accurate description of your group and the project for which you are seeking funding. Misleading or inaccurate information may result in your application being rejected. Late application or failure to complete any section of the application form may result in your application being delayed or rejected.

Signed on behalf of applicant

Signature:

Date: