



Grant Awarding Policy and Procedure

Introduction to Policy

The Parish Council has the powers to award grants to organisations that will benefit the parish and its residents.

Policy

The Parish Council awards grants, at its absolute discretion, to organisations which can demonstrate a clear need for financial support to achieve an objective which will benefit the Parish by:-

- Providing a service,
- Enhancing the quality of life,
- Improving the environment.

The Parish Council will NOT award grants to:-

- Private individuals,
- Commercial organisations,
- Purposes for which there is a statutory duty upon other local or central government departments to fund or provide "Upward funders" i.e. local groups where fund-raising is sent to a central HQ for redistribution.
- Political parties,
- Religious organisations: unless for a purpose which does not discriminate on grounds of belief.

This list is not exhaustive, and may be added to at the Council's discretion.

Only one application for a grant will be considered from any organisation in any one financial year.

Ongoing commitments to award grants in future years will not be made. A fresh application will be required each year. This will be at the discretion of the council.

Grants will not be made retrospectively.

Application Procedure

Organisations will normally be expected to have clear written aims and objectives, a written constitution, and a separate bank account controlled by more than one signatory.

In order for a grant application to be considered as part of the Council's budget process, Organisations requesting financial assistance are required to submit by 30th October prior to the financial year in which they require assistance:

- A completed application form,

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- Copies of their last year end accounts,
- The number, or percentage, of members that belong to the organisation and that live within the Boddington Parish Area,
- Details of any restrictions placed on who can use/access their services.
- Constitution
- Bank Details

All grants awarded will be subject to regular 'report back' to Boddington Parish Council as to progress and/or community benefit.

Assessment Procedure

The amount of any individual grant will not normally exceed £750 and you may not receive the full amount of the grant applied for.

The Parish Council will usually consider all applications at its November meeting and will inform all applicants of the outcome of their application as soon as possible after this meeting. If your application is successful you will be required to formally accept our offer and agree to our terms and conditions. The support of Boddington Parish Council must be acknowledged as appropriate on all publicity and promotional material.

An unplanned grant request or application for funds during the current financial year, once received in writing, will be considered at the next meeting of the Parish Council if there are funds remaining in the Turbine Fund.

Each application will be assessed on its own merits. However, to ensure as fair a distribution as possible of available funds, the Parish Council will take into account the amount and frequency of any previous awards, and the geographical spread within the parish. Due account may also be taken of the extent to which funding has been sought or secured from other sources or fund raising activities. In some circumstances the grant may be provided in kind rather than cash.

The Parish Council may make the award of any grant or subsidy subject to such additional conditions and requirements as it considers appropriate. The Parish Council reserves the right to refuse any grant application which it considers to be inappropriate, or against the objectives of the Council.

Successful Applications

A grant award must only be used for the purpose stated on the application. When the project is complete we will ask you to provide us with copies of the invoices related to the project. If the organisation is unable to use the money, or any part of it, for the purpose stated, then all monies, or unexpended part of such monies must be returned to the Parish Council.

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

Data protection Statement

The information collected on the grant application form and from supporting evidence, by Boddington Parish Council will be used to process your application.

We may check information provided by you, or information about you provided by a third party, with other information held by us. We may also get information from certain third parties, or give

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information to them to check the accuracy of information, to prevent or detect crime, or to protect public funds in other ways, as permitted by law. These third parties may include Government Departments and Local Authorities.

We will not disclose information about you to anyone outside Boddington Parish Council, nor use information about you for other purposes unless the law permits us to.

Boddington Parish Council is the Data Controller for the purposes of the Data Protection Act 1988. If you want to know more about what information we have about you, or the way we use your information, you can contact the Clerk.

This policy was adopted on 6th February 2019 and will be reviewed each calendar year.

A handwritten signature in black ink, appearing to read 'Dennis Burton', written in a cursive style.

Signature of Chairman:

Cllr Dennis Burton

Date: 6/02/2019

Boddington Parish Council Grant Application Form

Please complete this form and attach the relevant information and send to
The Clerk, Boddington Parish Council
(clerk@boddingtonpc.uk /see Council website for contact details)

Name of organisation:	
Contact details: Telephone No E-mail	
Position within organisation:	
Is your organisation a registered charity?	
If yes, what is the charity number?	
Please provide details of the project for which funds are required:	
Total cost of project:	
Grant requested from Boddington Parish Council:	
If you intend to seek funds from other sources or have already done so, please provide full details of amounts sought and application status.	
When will the funds be required?	

Signed..... Date.....