

BERKSWELL PARISH COUNCIL

GRANT AWARDING POLICY – April 2019

1. Policy

Berkswell Parish Council has a limited budget for the award of grants to specific groups operating within the Parish boundary. Council expects that grant funding will provide a tangible benefit to the people of Berkswell Parish with particular emphasis on improving the quality of life for residents and/or the development of recognised groups of people. Council expects that any grant awarded will normally represent a financial contribution to a project or defined purpose and should not normally be seen as a source of total funding for a project or defined purpose.

Council expects that any individual/body applying for a grant will not be the direct beneficiary and that any benefit will be for groups/categories of Parish residents. Council will only normally consider grant applications in June and November each year except for nominal amounts or in exceptional circumstances, to ensure fairness to all applicants irrespective of the timing of grant applications.

2. Terms and Conditions

- 2.1. Typically grants will not exceed £2,500 but applications for larger grants will be considered where exceptional circumstances can be demonstrated.
- 2.2. The amount of the award will be at the discretion of Berkswell Parish Council.
- 2.3. Council reserve the right to reject any grant application.
- 2.4. Any grant or portion thereof which is not used for the intended purpose must be returned to Berkswell Parish Council.
- 2.5. Except in exceptional circumstances a Grant will not normally be made where the event/project has already happened

3. Guidance to Applicants

- 3.1. Written applications must be made using the Grant Application Form (attached below)
- 3.2. Details of precisely upon what the grant will be spent must be provided
- 3.3. Anticipated benefits to the Berkswell Parish community from the use of grant monies must be clearly identified and stated:
- 3.4. A reasonable level of information regarding the financial position of the organisation/project making the grant application should be provided for the purposes of assessment. This could be in the form of:
 - 3.4.1. Cost estimates for a project together with any funding already secured
 - 3.4.2. Where appropriate, a copy of your latest approved statement of income and expenditure or other financial report which indicates your financial position
 - 3.4.3. Photocopy of a bank statement covering the past six months, if available
 - 3.4.4. A statement of your capital assets, if any
 - 3.4.5. For further information regarding fulfilling our requirements in this area please approach our Clerk.

- 3.5. Projects that require on-going funding will usually only be considered if there is a clear plan of how funding is anticipated after the initial contribution from the Council's grant fund.
- 3.6. Once the grant monies have been used, evidence will be required to show they have been applied for the intended purpose
- 3.7. The grant giving year runs from 1 April to 31 March
- 3.8. Council will consider all grant applications received at least 7 full days before its June meeting each year. This has been set to give all potential grant applicants time to submit their grant claim in the Parish Council's new financial year. In the event that not all the Council's Grant budget is allocated at its June meeting, a second tranche of applications will be considered at its November meeting where again grant applications must be received at least 7 full days before the date of that meeting.
- 3.9. Grants will be made for a specific year. Council will not make grants for multiple years.
- 3.10. The Council is willing to consider grants to State Sector Schools. However, grants to schools will not be made for expenditure related to Core Curriculum except in very special circumstances. Core education needs should be met directly by HM Government/SMBC. This policy will be effective from 1 April 2017. Any school who considers special circumstances might apply must detail why they consider that to be the case in their application.
- 3.11. Organisations thinking of applying for a grant may contact the Parish Clerk for advice on completing the application.

BERKSWELL PARISH COUNCIL GRANT APPLICATION FORM

Please complete this form with reference to the Council's Grant Awarding policy.

A. Your organisation

Please give us the following information about your organisation:

Name of Organisation:

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Address:.....

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.....Post Code:

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Description of your organisation's activities. Please list your aims and objectives.

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How long has your organisation been in existence?

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B. Contact Details

Contact: Name

Position:.....

Address for correspondence (if different from above):

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.....Post Code:

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Tel:.....(daytime).....(mobile)

Email:

C. Your Application

a) Description of project or scheme for which grant is intended

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b) Who will benefit from the proposed project or scheme and how many of these are Berkswell residents?

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c) Total cost of project or scheme: £..... d) How much are you applying for? £.....

e) Year you would require the grant:

Please give an itemised breakdown of cost estimates for the project/scheme. Please include evidence (e.g.. suppliers' estimates or price lists) of the likely cost of all items of expenditure where possible. If more space is required to detail your cost estimates, please continue on a separate sheet.

ITEM	COST £
TOTAL	

D. Previous Applications

a) Has your organisation previously applied for a grant from this Parish Council? If YES, please give details of the project and the date and amount of grant received if any? Was the project as described completed?

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b) Has your organisation previously applied for (or intends to apply for) a grant from any other body for the same purpose as this application? If YES, please give details.

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E. Additional Information

Are there any other comments you wish to make to support this application? Please give this information below, or attach a separate sheet:

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F. Your Financial Situation

All applications must be accompanied by the following financial information: **If you do not supply this information your application will not be considered unless previously agreed in writing by the Council.**

- A copy of your latest approved statement of income and expenditure or other financial report which indicates your financial position (where appropriate)
- Photocopy of bank statements covering the past six months (if available)
- A statement of your capital assets (if any)

If you are unable to supply this information, please contact the Parish Council for advice before submitting this application

Declaration

I have read the Council's Grant Awarding Policy and in the event of being awarded a grant, I confirm that my organisation agrees to be legally bound by the terms of that Policy.

Signed:..... **Date:**

Please return to Richard Wilson, Clerk to Berkswell Parish Council, at clerk@berkswellparishcouncil.org.uk

If you have any queries, please contact the Parish Clerk on 07801 042623