BERKSWELL PARISH COUNCIL

May 2025

GRANT AWARDING POLICY – May 2025

1. Policy

1.1. Berkswell Parish Council has a limited budget for the award of grants to specific groups operating within the Parish boundary that will bring direct benefit to all or some of the Parish or its inhabitants.

1.2. The Council will favour awarding grants intended to provide tangible benefits designed to improve the quality of life of residents, or to assist organisations/recognised groups serving residents.

1.3. The 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 and that the grant will encourage donations from other sources.

1.4. The Council expects that any individual/body applying for a grant will not be a direct beneficiary.

1.5. The Council cannot award a grant for the direct benefit of an individual applicant, and expects any funding granted to an organisation to be apportioned equitably to recipients.

1.6. The Council would not normally award grants for purposes funded by central Government, such as core education, health services, and the relief of need. In exceptional circumstances, which would include situations where there is an urgent or unusual need, or where the availability of funding is abnormally restricted, the Council will consider making a grant.

1.7. Council will only normally consider grant applications twice a year on dates published on the Council's website, 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 the date of the first meetings specified on the Council's website each year.

3.9. In the event that not all the Council's Grant budget is allocated at the first specified meeting, a second tranche of applications will be considered at the second specified meeting where again grant applications must be received at least 7 full days before the date of that meeting.

3.10. Grants will be made for a specific year. Council will not make grants for multiple years.

3.11. 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. Any school who considers special circumstances might apply must detail why they consider that to be the case in their application.

3.12. Organisations thinking of applying for a grant may contact the Parish Clerk for advice on completing the application.

GRANT APPLICATION FORM

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

A. <u>Your organisation</u>

Please give us the following information about your organisation:

Name of Organisation: ……

Address:……

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Post Code: ……..

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

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How long has your organisation been in existence? ……

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

15 May 2025