

BURGHCLERE PARISH COUNCIL

Portal Hall, Church Lane, Burghclere, RG20 9HX

Email: clerk@burghclerepc.com Tel: 07851 956078

Policy and Procedures for Awarding Grants

Introduction

A grant is any payment made by Burghclere Parish Council (the Council) to be used by an organisation for a specific purpose that will benefit the Parish, or residents of the Parish, and which is not directly controlled or administered by the Council. The Council awards grants, at its discretion to Parish organisations which can demonstrate a clear need for financial support to benefit the Parish by:

- Providing a service
- Enhancing the quality of life
- Improving the environment
- Promoting Burghclere Parish in a positive way

Grant Application Process

1. The Clerk to the council will receive all applications in the first instance and will then collate all the necessary information from the applicant ready for presentation and discussion at the next appropriate Council meeting.
2. Applicants will be required to complete an application form given at the end of this document. All questions on the application form should be fully answered and additional appropriate information, which supports an application, should be provided.
3. In addition to the application form organisations will be required 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,
 - demonstration that the grant will be of benefit to the local community within the Parish,
 - the proportion or number of beneficiaries living in the electoral area,
 - demonstration of a clear need for the funding,
 - a copy of the previous year's accounts or, for new initiatives, a detailed budget and business plan.

The Council will expect to receive in writing to the Clerk any expression of interest for a possible grant application exceeding £500 by 30 September of the financial year prior to the funds being required in order that budget provision can be considered. Submission of applications is required by 30 November of the financial year prior to the funds being required.

The Council will make the decision on which grants to award. All applicants will be contacted following the Council's decision.

The Council has a limited budget each year and guidance can be given to applicants as to how much money is likely to be available in a specific financial year.

Conditions of funding

1. The organisation must be either non-profit or charitable. Applications will not be considered from private organisations operated as a business to make a profit or surplus.
2. Grants will not be made to individuals.
3. Grants will not be made retrospectively.
4. Applications will not normally be considered from national organisations or local groups with access to funds from national 'umbrella' or 'parent' organisations, unless funds are not available from their national bodies, or the funds available are inadequate for a specified project.
5. An organisation should have a bank account in its own name.

The administration of and accounting for any grant shall be the responsibility of the recipient. All awards must be properly accounted for, and evidence of expenditure should be supplied to the Council as requested.

6. Only one application for a grant will be considered from each organisation in anyone financial year.
7. Ongoing commitments to award grants or subsidies in future years will not be made. A fresh application will be required each year.
8. Each application will be assessed on its own merits.
9. The Council may make the award of any grant or subsidy subject to such additional conditions and requirements as it considers appropriate. The Council reserves the right to refuse any grant application which it considers to be **inappropriate** or against the objectives of the Council.
10. Any grant must only be used for the purpose for which it was awarded **unless the written approval** of the Council has been obtained for a change in use of the grant monies, and that any unspent portion of the grant must be returned to the Council by the end of the financial year in which it was awarded.

The Council may make the award of any grant or subsidy as it considers appropriate in the event of any unforeseen urgent event.

Nothing contained herein shall prevent the Council from exercising, at any time, its existing duty or power in respect of providing financial assistance or grants to local or national organisations under the provisions of the Local Government Act 1972, Section 137.

Approved during meeting held on: 5th September 2022

Review due: September 2023

Grant Application Form

Completed applications must include the information requested in paragraph 3 of the Grant Application process, either within the form or as additional attachments.

Organisation Name:	
Address:	
Postcode:	
Is the organisation a registered charity? Yes/No	Website address (if available):
If Yes – the registration number:	
Telephone:	Email address:
Please provide a brief overview of your organisation’s activities:	
Please provide an overview of the project you require funding for:	
How does this project benefit Burghclere Parish?	
Amount requested £	Approximately how many Burghclere residents will benefit from this Project?
Other sources of funding applied for/received for this project:	
Does this Project have a specific start/end date? Yes/No	
If Yes – Please give details of the dates:	
Signature:	Date:
Name:	Position:

Completed forms to be returned to Jacqui Letsome, Parish Clerk, Burghclere Parish Council, Portal Hall, Burghclere, RG20 9HX or via clerk@burghclerepc.com