



# Steeple Bumpstead Parish Council Grant Awarding Policy 2022

Adopted	8 <sup>th</sup> December 2022	
Next review due	December 2023	

## Steeple Bumpstead Parish Council Grant Awarding Policy 2022



### Introduction

From time to time the Council is asked to pay money towards a project or activity in the form of a grant or donation.

A grant or donation is any payment made by the Council to be used by another group or 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's annual budget for grants and donations is small, and may vary from year to year. Grants are awarded at the discretion of the Council according to the amounts available within the budget; to Parish organisations which can demonstrate a clear need for financial support and can demonstrate a clear benefit to the Parish by;

- Providing a service
- Enhancing the quality of life of residents/ parishioners
- Improving the environment or village facilities
- Promoting Steeple Bumpstead in a positive way

Applications will be considered from charitable or non-profit-making organisations for specific projects only who can meet the below funding conditions;

1. All applications must be made on the application form at the end of this policy and returned by email
2. Applicants must demonstrate how a grant or donation will be of benefit to the local community/Parish
3. Organisations are required to submit audited accounts for the previous financial year, or in the case of a newly-formed organisation, a detailed budget and business plan. A copy of the organisation's constitution will also be required
4. An organisation is required to have a bank account in its own name with two authorised signatories who are not related to each other
5. Each application will be considered by the Council on its own merits.
6. Any previous awards will be taken into account
7. Any other fund-raising activities will be viewed positively
8. If approved by the Council, the grant will be paid by Bank Transfer
9. The Council reserves the right to delay payment until an invoice is due in the case of projects where the expenditure may be some way into the future

10. Any grant or donation must be used **only** for the purpose for which it was awarded unless prior written approval of the Council has been obtained in writing for a change in use of the grant monies
11. Any unspent portion of the grant or donation must be returned to the Council by the end of the financial year following the year in which it was awarded
12. The Council reserves the right to request feedback or receipts to demonstrate how the money has been spent and/or to inspect the outcome of the expenditure at any point
13. The Council may make the award of any grant or donation subject to additional conditions which it considers appropriate
14. The Council reserves the right to refuse any application which it considers to be inappropriate or against the objectives of the Council
15. The Council may make an offer of a grant award or donation which is lower than the requested amount
16. On-going commitments to award grants or donations in future years will not be made
17. More than one application may be made each year, where funds are available
18. The following applications will NOT be considered:
  - a. From organisations intending to support or oppose any political party or to discriminate on the grounds of race, religion, sex or any protected characteristics
  - b. From private organisations operated as a business to make a profit or surplus
  - c. From “upward funders”, i.e., local groups whose fund-raising is sent to a central Head office for redistribution
  - d. For projects which benefit an individual person or very small group
  - e. For day-to-day running costs
  - f. For expenditure which has already occurred or been committed to

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

The application process is as follows;

1. Applicants will be required to complete an application form. All questions must be answered and supplementary information provided for example;
  - a. A copy of the organisation’s written constitution or details of their aims and purpose
  - b. A copy of the organisation’s accounts for the previous financial year or, for fresh initiatives, a detailed budget and business plan
2. Applications must be sent to the Parish Clerk by email using the form at the end of this policy
3. If the sum being requested is more than £150, applications must be received 1<sup>st</sup> November of the financial year prior to the funds being required in order that budget provision can be considered
4. Applications will be considered by the Council at a full council meeting
5. Applicants will be notified of the Council’s decision

## Grant Application Form

Name of Organisation	
Brief details of what the organisation does	
Contact Details	
Name: Email address: Phone Number:	Address:
Reason for requesting a Grant	
Is it for a specific project? Please provide a brief summary (including the title of the project and the location or limits of the project)	
Project start date	
Project end date	
How many people in the Parish will benefit?	
Total cost of project	
Amount of Grant requested	
Other funding (details)	
Anticipated total cost	
Amount already available	
Please provide full description of the project (this can be attached or sent separately)	
Please provide a detailed breakdown (list) of how the grant will be spent specifically (receipts will be required as part of a closure report if your application is successful)	
Declaration	
Name:	
Position:	

Date:	
Signed:	
Please return the completed form, together with a copy of your constitution and your audited accounts for the last financial year, to the Parish Clerk by email, <a href="mailto:clerk@steeplebumpstead-pc.org">clerk@steeplebumpstead-pc.org</a>	