

# Burlescombe Parish Council

## Grant Policy

### Introduction

Burlescombe Parish Council may approve grants, where sufficient funding is available, to local voluntary or charitable organisations where the activities will contribute and be of benefit to the local community and the people of Burlescombe Parish.

These grants are limited and are made available to organisations that can demonstrate a need for assistance.

The grant will usually be in the form of financial aid.

To ensure that fair and proper consideration may be given to all requests, the Council requires applicants to follow the Application Process detailed below.

### Application Process

Please ensure that the following documentation is enclosed when applying for a grant:

1. A completed Grant Application Form. This form is available from the Parish Clerk and can also be downloaded from the Parish Council's website [www.burlescombeparishcouncil.gov.uk](http://www.burlescombeparishcouncil.gov.uk).
2. Latest financial accounts.
3. Governance Documents for your organisation: constitution or rules.
4. Evidence that the grant application has been approved in accordance with the organisation's constitution or rules i.e. meeting minutes.
5. Full details and cost of the proposed project for which funding is being sought, along with quotes and estimates.
6. Additional information that will support the application.

### Conditions

#### 1. Organisations and Locality

- 1.1 Applications will only be accepted from charitable, voluntary and non-profit making organisations.
- 1.2 Organisations should be local to Burlescombe Parish or, if outside the boundary, its work should be of benefit to the Parish and its residents.
- 1.3 The Council is unable to give financial assistance to individuals or to charities operating overseas.

## **2. Type of Financial Assistance**

2.1 The Council may provide grants toward specific projects or purchases of equipment.

2.2 The Council may provide grants for revenue expenses towards the continuing provision of a service, but only in certain circumstances and usually for a limited period, for example, as a stop gap to keep an organisation running for a set period whilst other options can be explored.

## **3. Application Timescale and Payment**

3.1 Applications may be submitted throughout the year. All information requested must be provided before an application will be considered.

3.2 Applications will be considered at the April and October meetings of the Parish Council, unless deemed urgent by the Council.

3.3 Applicants will be advised within 7 days of the April or October meeting, as appropriate, whether their application has been successful. If further information is requested the application will be re considered at the next appropriate meeting after receipt.

3.4 Once agreed, a formal grant letter will be issued to be signed by both parties.

3.5 Grants will usually be paid on completion of a project and/or production of receipts. Payments in advance will be considered only on production of quotes and confirmation of an order. Payment in stages may also be agreed, where appropriate. Any unspent monies must be returned to the Parish Council.

## **4. General**

4.1 Grants should be spent for the purpose and on the project/activity for which they were given and the Council would ask for due recognition and advertisement for any grant aid awarded.

4.2 Grants will not be made for money already spent.

4.3 Organisations receiving grant aid are required to provide the Council with a written report within six months of the award date or project completion date to demonstrate how the funds were spent. The report may also be used and published by the Council howsoever the Council may wish to use it.

4.4 If an Organisation is dissolved the Council will require the Organisation to reimburse the grant awarded.

4.5 If the organisation is unable to use all or part of the grant for some or all of the stated purpose, all monies (or a proportion thereof) must be returned to the Council.

4.6 Organisations are not restricted to the number of grant applications they may submit to the Council during any year. However, the history of previous applications may be considered in the decision-making process.

4.7 The awarding of a grant in one year or period does not set a precedent for any subsequent applications.

4.8 The Council may require Organisations to provide written estimates/quotes for the project/activity being applied for.

Please Note:

Burlescombe Parish Council acknowledges that organisations, particularly new and smaller ones, may experience difficulty in completing the application and all possible assistance will be given to help those organisations.

Burlescombe Parish Council will also periodically review the policy and application process.