

BUGBROOKE PARISH COUNCIL

GRANT APPLICATION POLICY

Aim

The aim of the policy is to encourage and support Bugbrooke community activities and projects, undertaken by voluntary organisations for the benefit of residents of the parish.

Grants will be awarded purely at the discretion of the Parish Council from a limited budget made available each year for this purpose.

Eligibility criteria

Applications will be considered from any voluntary and non-profit making organisation active in Bugbrooke.

Applications will not be considered from:

- Individuals
- Organisations or groups located outside the parish boundaries.
- Religious bodies where the monies will be used for religious purposes or religious buildings
- Private organisations operating as a business to make a profit
- Organisations intending to support or oppose any political party, or which discriminate on the grounds of race, gender, age, sexual orientation or religion or disability
- Community Interest Companies and social enterprises for general running costs (ie staff costs, consumables).
- Establishments and organisations for whom the Parish Council considers that the Central Government, Health Authority, District or County Council or other similar public body are the appropriate funder

Conditions

It should be noted that:

- Organisations wishing to apply for a grant will be required to complete an application form available from the Clerk or from the website, which must be returned by the deadline. All the questions on the application form must be answered as fully as possible.
- Applications will be considered on their merits and the amount awarded will be at the discretion of the Parish Council, but will not exceed £500 or 35% of the project (whichever is the lesser), except at the Parish Council's discretion when the total amount available to an organisation may be increased to a maximum of £1,000. A copy of an estimate or breakdown of costs will be required.
- Organisations are required to have a bank account in their own name with two authorised representatives required to sign each cheque.
- There is no guarantee of a grant. It is anticipated that on-going organisations will seek to become financially viable in their own right over a period of time. The grant should only be spent on the stated purpose otherwise the monies shall be returned to the Parish Council, except where the Parish Council's prior written consent has been given for the funds to be used for another purpose.

- The recipient organisation will be required to submit written evidence of expenditure to the value of the grant, within 12 months of receipt of the funds.
- The organisation may be asked to report back to the Annual Parish Meeting in April on the outcome.
- Grants will not be made retrospectively.
- The Parish Council reserves the right to request the repayment of any grant where an applicant does not comply with these conditions.

Process

Applications will be considered at four Parish Council meetings each year – June, September, December and March. Deadlines for applications are 31 May, 31 August, 30 November and 28/29 February respectively. Dates of meetings will be displayed on the Parish Council’s Notice Boards and website.

Applicants will be invited to attend the meeting, to answer any queries Parish Councillors may have on their application.

If the application is successful a cheque for the amount agreed will be raised and sent to the main contact within one month of the approval of the grant, except in the circumstances detailed below. .

If the grant is to form part of a larger funding project, a promissory letter will be provided to the organisation and payment will be made when confirmation can be provided that all the necessary funding for the project to progress is in place.

Any offer of grant funding shall be limited to 2 years. Application for payment must be made within 12 months of the issue of the promissory letter or the grant will lap.

All completed application forms and supporting documentation (if applicable) must be sent or emailed to:

Mrs S Bramley-Brown, Clerk to the Council, Parish Office, Camp Close, Bugbrooke, NN7 3RW or Bugbrookepc@btconnect.com

Approved and adopted by Bugbrooke Parish Council.....

Signed

Chairman

Date 13th May 2019

BUGBROOKE PARISH COUNCIL

GRANT APPLICATION FORM

Organisation Details

Name:

Is it a registered Charity: Yes/No

Charity No.

How many people use/attend your organisation?
How many are Bugbrooke residents?

Brief description of objectives of the organisation and activities in the parish

1. Contact Details

Name of contact:

Address:

Postcode:

Telephone no.

Email address:

Position of contact:

2. Project/Activity Details

Briefly describe the project or purpose for which you require a grant:

How will the funding benefit residents of Bugbrooke?

3. Financial Details

What is the total cost of the project? £

What is the total amount of grant requested? £

Details of how the remaining balance will be funded:

Details of any fundraising events held/planned or funding received:

Details of previous grants from Parish Council:

Estimated annual income and expenditure of organisation:

4. Declaration

I declare that I am authorised to make the application on behalf of the above organisation and certify that the information contained in this application is correct.

Signed:

Date