

BRASSINGTON PARISH COUNCIL

Grant Awarding Policy and Procedure

Introduction to Policy

A grant is any payment or gift made by the Parish Council to 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 Parish Council. The law requires that Section 137 grants must be “in the interests of or will directly benefit the area or its inhabitants, or of part of it, or some of it” and “the direct benefit should be commensurate with expenditure”. Similar considerations will apply when considering applications for Carsington Wind Farm grants.

Policy

The Parish Council awards grants, at its absolute discretion, to organisations which can demonstrate a clear need for financial support to achieve an objective which will benefit the Parish by:-

- Providing a service
- Enhancing the quality of life
- Improving the environment, and promoting the Parish of Brassington in a positive way.

The Parish Council will NOT award grants to:-

- Private individuals
- Commercial organisations
- Purposes for which there is a statutory duty upon other local or central government departments to fund or provide
- “Upward funders”. ie.local groups where fund-raising is sent to a central HQ for redistribution
- Political parties
- Religious organisations: unless for a purpose which does not discriminate on grounds of belief.
- Routine maintenance and running costs (ie fuel bills/rent etc)
- Organisations / groups that have been successful in a prior application and the money has not yet been spent (unless the money was set aside for a seed fund)

This list is not exclusive, and may be amended at the council’s discretion.

Money should be spent within a defined period of time.

Forecast expenditure should be evidenced prior to funds being transferred and should be reconciled against actual expenditure. For amounts below £250 money can be transferred in advance of expenditure.

Ongoing commitments to award grants in future years will not be made. A fresh application will be required each year. This will be at the discretion of the council.

Grants will not be made retrospectively.

Application Procedure

Organisations requesting financial assistance are recommended to submit by 31 March in the year of their funding requirement. Later applications maybe accepted if grant funds remain.

- A completed application form
- Copies of their last year end accounts
- The number, or percentage, of members that belong to the organisation and that live within the Brassington Parish Area
- Details of any restrictions placed on who can use/access their services
- Confirmation (on the application form) that it agrees with the Parish Council's Equal Opportunities Policy, or give details of their own policy
- Confirmation of and details that an active Youth Policy is being pursued (if applicable).

Organisations will normally be expected to have clear written aims and objectives, a written constitution, and a separate bank account controlled by more than one signatory.

For grant requests for projects costing over £3,000 the Parish Council will require that the organisation has robust tendering regulations, eg. obtaining a minimum of three tenders. The Parish Council reserves the right to request proof of the tender process. Projects notified and included in the Parish Council's budget will only have the funds released on completion of the work. Whilst the Parish Council would not normally consider applications for Capital Projects, any such applications will require a more substantial case with supporting evidence of community benefit. For these grants, the council will expect to see some form/evidence of other third party funding.

All grants awarded will be subject to regular 'report back' to Brassington Parish Council as to progress and/or community benefit.

A list of all applications both successful and unsuccessful will be published.

Assessment Procedure

Each application will be assessed on its own merits. However, to ensure as fair a distribution as possible of available funds, the Parish Council will take into account the amount and frequency of any previous awards, and the geographical spread within the parish. Due account may also be taken of the extent to which funding has been sought or secured from other sources or fund raising activities.

The Parish Council may make the award of any grant or subsidy subject to such additional conditions and requirements as it considers appropriate. The Parish Council reserves the right to refuse any grant application which it considers to be inappropriate, or against the objectives of the Council.

Nothing contained herein shall prevent the Parish 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.

Scoring & Guidance

- Relevance to the community plan priorities. (Reference should be made to the particular section(s) if applicable).
- Number of people benefitting from the activity directly & indirectly.
- Disability / accessibility
- How does it enhance the environment (short statement)
- Consider preparing 3 min presentation.
- Outline if you think your application is a 'Hero' project. In this context it means a project that is distinct and identifiable that all can benefit from.

Successful Applications

A grant award must only be used for the purpose stated on the application. If the organisation is unable to use the money, or any part of it, for the purpose stated, then all monies, or the unspent part of such monies must be returned to the Parish Council. The Parish Council may request proof of expenditure.

Organisations receiving grants are required to advise their users/members that the grant or equipment has been received from Brassington Parish Council. Where appropriate, the Parish Council may require a notice to be affixed.

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Grant Application Form

Please complete this form and attach the relevant information and send to:

The Clerk to Brassington Parish Council, 7 Ashes Lane, Fenny Bentley, Ashbourne DE6 1LD
Email: BPCClerk@outlook.com

Name of Organisation	
Contact Details	
Position within Organisation	
Telephone	
Email	
Project for which grant is required	
Total Cost	
Have any funds been requested from other sources?	
Success/failure of other applications, and amount requested	
Amount of grant requested from Brassington Parish Council	
When are the funds required?	
Your organisation's bank details	
Name of Bank	
Account No	
Sort Code	