



BRINGTONS

Parish Council

Please complete clearly, using black ink and in BLOCK CAPITALS and SIGN (electronic signatures are acceptable) before submitting.

Grant Application Policy

Adopted on 19 June 2024

Relevant Legislation: Local Government Act 1972 section 111 and section 137. The Parish Council can lawfully issue grants under its statutory powers.

Where the Parish Council does not have specific powers and duties, section 137 funding can be considered. This fund is capped each financial year by the Department for Communities and Local Government (DCLG).

Objectives of the Policy:

- a) To ensure that the council tax payers of the Bringtons get value for money from the Parish Council.
- b) To assist, develop and promote local voluntary and charitable organisations and campaigns, schools and other organisations affording services or benefit to residents of the parish.
- c) To strengthen and enrich the local community and provide opportunities for residents to benefit from education, sports, recreation, enjoyment of the environment, culture, art or history.
- d) To benefit all sections of the community.

Policy

1. This policy and the way it is operated will be reviewed from time to time as appropriate.
2. The Parish Clerk is to inform the Council of the Section 137 expenditure limit.
3. Only organisations can apply for funding, not individuals. Monies shall be paid to the organisation only.
4. All funding must be demonstrably for the benefit of the inhabitants of the Bringtons Parish.
5. All grant applications must be made on a fully completed application form.
6. A copy of this policy will be available on the Parish Council website.
7. A grant application can be made at any time. Any grant application will be determined at the next available full Parish Council meeting. Grant applicants will be informed when their application will be discussed. The Parish Council may decide to defer any application for consideration, request further information or may choose to consider it together with other applications.

A Grant Application Form must be completed for grants in excess of £500.00. Attached below.

8. All grant recipients will be required to provide evidence of how the grant was spent. Recipients of grants more than £500 will need to provide a written report of how the grant money has been used within 12 months of receipt of the grant and will be invited to attend the next Annual Parish Meeting

to discuss how the grant was used. The grant is part of the public record of the minutes and accounts of the Parish Council and is open to public inspection. (Local Government Act section 228)

9. Recipients of grants may be asked to acknowledge Council support on stationary and promotional material.
10. Grants will not be considered for projects that have already been completed.
11. Extended grants i.e. grant applications that run over a period of more than one year will not normally be considered. However, in exceptional circumstances the Council may consider such an application which should be supported by a business plan or a service plan in respect of the period for which the grant is being sought.
12. Grants over a value of £1000 may be made in scheduled payments during the financial year.
13. Grants will be limited to one per organisation per year unless there is exceptional justification for a second grant.

The Bringtons Parish Council

www.bringtons-pc.gov.uk email:clerk@bringtons-pc.gov.uk

APPLICATION FOR FUNDING

COMPLETING THE FORM: You may download the form and complete clearly using black biro.

Please complete the form as fully as possible. Not all questions may be appropriate to your Organisation. Please ensure that appropriate financial information is provided.

Please also ensure that the declaration is signed by the persons making the declaration. The application will be invalidated if this is not the case.

NOTE: There is a limited budget for grants and for a grant application this will need to be considered at a Council meeting in accordance with Financial Regulation 1.7.

Please confirm if you are applying for a grant of:

Below £500.00

Above £500.00

***Please note you will be expected to provide details of a representative attending the meeting at which your grant is being considered as soon as possible. The meeting agenda will be available on the website three full working days before the meeting**

NAME	
POSITION	
ORGANISATION	
ADDRESS	
POSTCODE	
TELEPHONE	
FAX	
E-MAIL	
WEBSITE	
CHARITY NUMBER (IF ANY)	
AMOUNT REQUESTED	£

1. PURPOSE OF APPLICATION.

If you are an established Bringtons Parish Council group, running a *recognised Annual event, please go straight to Question 4. *If unsure, please check with the Clerk

2. DESCRIPTION OF PROJECT.

Please give a full description of your project, or the purpose you require the grant for, including information on (a) aims (b) timescales (c) people, groups or organisations you will be working with, and (d) any other information that will bring the project to life. (Please use an extra sheet of paper if required)

3. APPLICATION BACKGROUND.

- a) What particular need will this application meet?

- b) How have you identified the need?

- b) If users are to be involved in managing the project, briefly explain how.

- d) If users will not be involved in managing the project, briefly explain why.

- e) Please give an accurate figure for the number of people the project will serve.

- f) For how long will the project run?

4. BUDGET FOR THIS PROJECT.

a) Give details of expenditure required for your project e.g. materials, equipment, professional fees, and production costs. Provide a separate cost for each item. For items of a significant nature, the Council may wish to see three quotations for these items. If you expect this project to generate an income please also provide details below.

EXPENDITURE	INCOME
TOTAL EXPENDITURE =	TOTAL INCOME =

Total needed for this project £

Amount requested from BPC £

Balance outstanding £

5. HOW WILL YOU RAISE ANY OUTSTANDING BALANCE?

a) If you have made an application to other funders for this project, please tell us who they are, how much you have requested and when you expect a response.

b) If you have made no other applications, do you intend to do so and to whom?

c) If you have already raised funds for this project, please tell us how much you have raised and how.

d) Please tell us about any other plans to raise funds for this project.

If you are an established Bringtons Group, running a *recognised Annual event, please go straight to Question 12. *If unsure, please check with the Clerk

6. FINANCES OF YOUR GROUP.

Total income of your organisation in the last year £

Total amount spent in the last financial year £

Current unrestricted reserves or savings £

7. GENERAL ACTIVITIES OF THE GROUP.

- a) Tell us about the general activities of the group, including the aims and how often you meet.

- b) Please write below what you do to ensure that, as far as possible, your activities are accessible by all sections of the community.

8. ADDRESS WHERE ACTIVITIES TAKE PLACE.

Tel:

E-mail:

9. MONITORING PROGRESS.

Please state what you hope to have achieved:

a) Six months after receiving a grant

b) Twelve months after receiving a grant

10. PUBLICITY AND MARKETING.

a) How do you intend to publicise and market your project?

11. CONTACT PERSON.

This is the person who has full knowledge of the application and can respond to any queries from Bringtons Parish Council.

Name:	
Position in organisation:	
Address	
Tel:	
Email:	

12. SUPPORTING DOCUMENTS.

For you application to be considered, the following documents are required:

Accounts for the last financial year.

If your accounts are more than six months old, please provide up-to-date income and expenditure accounts. If you operate a receipts and payments method of recording expenditure, and are in your first year of operation, please also forward copies of supporting bank statements.

If you are an established Bringtons Group, running a *recognised Annual event, please go straight to the declaration at the end of the document. *If unsure, please check with the Parish Clerk

- Constitution or Aims and Objectives** (unless previously submitted)
- Charity Commission Registration Number** (if registered with the Charity Commission)
- Latest Annual Report or AGM Minutes.**
- Minutes of the last 3 Management Committee Meetings.**
- Business Plan or Development Plan** if available.
- Equal Opportunities Policy** or statement.
- Child Protection Policy** – please forward if your group works with children and young people under the age of 18.
- Signatures** – Please ensure the form is signed by the grant applicant and countersigned by the treasurer. Signed forms which have been scanned in and sent via email will be accepted.

If you are unable to supply any of these, please note the reason below.

DECLARATION: I certify that:

- I have completed this form in full and have attached the required documents**
- The information contained in this application form is correct**
- I am authorised to make an application on behalf of:**

Name of group

Signed.....

Name in capitals.....

Position in group.....

Date.....

This form MUST be countersigned by the Treasurer or a Trustee:

Signed.....

Name in capitals.....

Position in group.....

Date.....

FORMS MUST BE SIGNED (electronic signatures are acceptable) AND SUBMITTED AT LEAST FOURTEEN WORKING DAYS BEFORE A FULL COUNCIL MEETING TO BE CONSIDERED.

FOR A FULL LIST OF MEETING DATES, PLEASE VISIT THE WEBSITE:

THE AGENDA AND DOCUMENTATION WILL BE AVAILABLE THREE CLEAR DAYS BEFORE THE MEETING

ACCEPTANCE OF FUNDING

On behalf (name of project or organisation)

I (name) _____

(Position held in organisation) _____

Accept the conditions stipulated in the Bringstons Council Grant Scheme adopted on 19 June 2024 document in respect of the award made by Bringstons Parish Council.

I confirm that the report will be provided to the Parish Council by _____

Signed: _____ Date: _____

Print: _____