



## Burton upon Stather Parish Council

### Grant's Policy

Burton upon Stather Parish Council (BUSPC) is funded by the residents of Burton upon Stather, Normanby and Thealby and therefore has only limited funds available to assist community organisations located in or who benefit members of the parish. The organisations work must be of a benefit to the community. Subject to funding being available, BUSPC is committed to providing assistance and support to local community groups which are set up to promote community life for its residents. The Council's financial support is provided by way of grants which are decided against criteria set by and which can be amended from time to time by BUSPC.

In order for the Parish Council to be able to assess applications rationally and objectively, many of which will inevitably be totally dissimilar in content, it is both necessary and helpful to assess all applications received against a range of criteria. These are designed to be a general indication of need but are not exclusive and can be flexibly applied.

The Parish Council's policy on community grants is based on the principle of promoting the development of partnerships which encourage and enable local community organisations to deliver local projects to the resident of the Parish. In general, the following principles apply:

1. Assistance will be given based on need, merit and contribution to the local community.
2. Applicants must clearly show how any assistance given will benefit the people living in the Parish or will benefit the environment of Burton upon Stather, Normanby or Thealby.
3. Any assistance given will be subject to on-going monitoring and subsequent evaluation of the outcome of the grant.
4. Organisations should not make a presumption that funding will continue on a year-to-year basis.

### **The Aims of the Council's Grant Making Policy**

BUSPC provides grant funding to support the following aims:

1. To enable local people to participate in voluntary groups and activities.
2. To help the parishes' voluntary groups to improve their effectiveness.
3. To ensure the provision of services, needed by the residents, via the voluntary sector.

4. To support organisations which meet the needs of people experiencing social and economic difficulties.
5. To ensure that there is equality of access and opportunity for all parishioners of Burton upon Stather, Normanby and Thealby to the services it provides and funds.
6. To improve and enhance the local environment.
7. To achieve value for money.

The Parish Council defines a voluntary group as a non-profit making organisation, set up and run by a voluntary, unpaid management committee.

The Parish Council can only donate funds to organisations if it has a 'Power' to do so.

### **The Grants Process**

To apply for a Parish Council grant you must be a charity, community group or local voluntary organisation with a constitution and dedicated bank account, operating or providing a service to the community. All funding requests must use the Parish Council application form and applicants should provide all the information requested.

**The amount of money available for grants varies each year, depending on the overall council budget.**

The Parish Council uses the following criteria to decide on grant applications:

1. Whether the group/project has followed the grants process and meets the requirements of the grants policy.
2. Level of benefit to Burton upon Stather, Normanby and/or Thealby and the impact the grant will make.
3. Evidence of a well-managed group.
4. Financial sustainability and viability of the group and/or project.
5. Evidence of compliance with previous grant award conditions.
6. The Parish Council reserves the right to refuse certain grant applications

BUSPC will not fund the following:

1. Organisations that do not provide a service to the parish of Burton upon Stather.
2. Individuals or appeals supporting an individual.
3. General appeals.
4. Statutory organisations or the direct replacement of statutory funding.
5. Political groups or activities promoting political beliefs.
6. Religious groups where funding is to be used to promote religious beliefs.
7. Art & sports projects with no community or charitable element.
8. Projects that may take place before an application can be decided.
9. Equipment or other costs that have already been purchased or incurred prior to the application being considered.

Grants are usually offered on a one-off basis to support a particular project, event, activity or the purchase of equipment.

### **The Application Process**

Groups must apply for funding using the appropriate application form.

Grant application forms are available from the Clerk.

Applications will only be considered if all sections of the form are completed and appropriate supporting information/evidence is supplied where requested.

Applications must be supported with a safeguarding policy, constitution for the group, last three months bank statements and accounts for the last financial year.

All valid grant applications will be assessed and presented to the Full Council committee for consideration at the April, July, October and January meetings (as long as funding is still available).

All applicants will be notified of the Council's decisions.

### **Payments**

Grants will be paid via BACS.

### **Monitoring and reporting requirements**

As a condition of receiving a grant, groups are expected to complete the monitoring report with evidence of what the money has been spent on and the benefit it has brought to the people of the Parish. Such evidence of how the money has been spent should include copies of invoices and receipts, plus attendance numbers, photos, press cuttings etc where applicable. This information must be submitted no later than one month after the event/project end.

### **General Grant Conditions**

1. The grant can only be used for the purpose stated in the application and the Parish Council reserves the right to reclaim any grant not being used for the specified purpose of the application. However, if a group wishes to change the purpose of the grant, they must seek approval by writing to the Council who will consider whether or not to approve the change.
2. Applications for projects where the work has already been completed will not be considered.
3. The Parish Council will not support grants for the repayment of loans or cost of services, equipment or provisions in anticipation of a grant.
4. Small grants must be spent within one year of award. Any unspent monies left after this time must be returned unless an extension is requested and authorised by the Parish Council.
5. Organisations are responsible for ensuring that they are in compliance with all applicable legal and statutory requirements (including those relating to health and safety and equalities)
6. Should for any reason the organisation disband or the project is not completed the Council may ask for all or part of the monies to be paid back.
7. Acknowledgement of the financial support received from the Council is required on documentation and any promotional material, including websites.

8. In order to receive payment organisations/groups must have a bank account into which grants can be paid; payments will not be made to private individuals.
9. Only one application per year will be accepted from any organisation

Additional grant conditions may also be attached to any funding from BUSPC and these will be set out in the award confirmation letter. Failure to comply with any conditions attached to a grant may result in the grant being repaid or affect future grant assistance.