



BISHOPSTOKE PARISH COUNCIL

GRANT AWARDING POLICY

**This Grant Awarding Policy was adopted
by the Finance Committee at its meeting on 11th June 2024**

**D Wheal
Clerk to Bishopstoke Parish Council**

BISHOPSTOKE PARISH COUNCIL
GRANT AWARDING POLICY

Amendment Sheet

| Amendment No. | Date Incorporated | Subject |
|----------------------|----------------------------|------------------------------------------------------------------------------------------------|
| 1 (para 3.5) | 11 th June 2024 | Updating committee name and decision maker |
| 2 (para 3.7 – 3.8) | 11 th June 2024 | Adding requirement of attendance at Parish Assembly to give details of how grant money is used |

GRANT AWARDING POLICY

1 Introduction to Policy

1.1 A grant is any payment made by the Council to be used by 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 Council. The Council awards grants, at its discretion, to Parish organisations which can demonstrate a clear need for financial support to benefit the Parish by:

1.1.1 Providing a service;

1.1.2 Enhancing the quality of life;

1.1.3 Improving the environment;

1.1.4 Promoting the Parish of Bishopstoke in a positive way.

1.2 Grants can be awarded for any purpose the Council deems of benefit to the residents of Bishopstoke, subject to the conditions laid out in this document. This includes, but is not limited to:

1.2.1 The purchase of materials;

1.2.2 The purchase of specific or general items of equipment;

1.2.3 The funding of specific one-off projects;

1.2.4 Running costs;

1.2.5 The development of the organisation, including setting up new premises or facilities.

2 Who Can Apply?

2.1 The grant application process is open to community groups, voluntary sector organisations and charities that provide a service of benefit to Bishopstoke residents.

2.2 Grants may only be awarded to individuals when the Council has resolved that it meets the criteria for the General Power of Competence.

3 Grant Application Process

3.1 Application forms, and guidance notes, are available on the Parish website. They can also be obtained by contacting the Clerk.

3.2 Completed application forms, with all necessary documentation, should be submitted to the Clerk. Please note that incomplete forms or missing documentation will result in delays to the process.

- 3.3** In addition to the general documents listed in Section 4, applicants will be required to show:
- 3.3.1** That the grant will be of benefit to the local community within the Parish;
 - 3.3.2** That there is a clear need for the funding;
 - 3.3.3** The proportion or number of people in Bishopstoke that will benefit;
 - 3.3.4** If the grant is not for the whole cost needed, how the remainder will be funded.
- 3.4** Grants can be applied for at any time of year.
- 3.5** Grants will usually be considered at the next Finance Committee meeting. Exceptionally, they may be considered directly by the Council.
- 3.6** Applicants will be notified of the outcome as soon as is practical after the Council meeting at which their application was considered. Applicants will then be required to provide bank details for the payment of the grant.
- 3.7** Bishopstoke Parish Council wishes to ensure that its grant funds are well spent for the residents of Bishopstoke, and also wishes to better understand the work that grant recipients do with and for the people of Bishopstoke. Those who receive grants are therefore required to either attend or provide a report for the Bishopstoke Parish Assembly in the April following their grant money being used. Details will be provided by the Clerk along with notification of a successful grant application.

4 Conditions of Funding

- 4.1** Any group applying for funding must be run on a non-profit basis.
- 4.2** Any group applying must have a constitution or set of rules defining its aims, objectives and procedures.
- 4.3** Any group applying that works with young people should have a written policy dealing with child protection and safety and have available records of the qualifications and / or experience of adults who supervise young people.
- 4.4** Any group applying must have a bank or building society account in the name of the group and must be able to provide its most recent audited accounts, and bank statements covering the period from the date to which those accounts were prepared.
- 4.5** Copies of the documents listed in 4.2 to 4.4 will be required in support of the Grant Aid Application Form.
- 4.6** The maximum grant available on any application is £2,000. There is no minimum amount.
- 4.7** Where the grant is to cover money already spent a receipt will be required. Where it is for future spending a quote, estimate or projection will be required.
- 4.8** Grants will not be awarded to any group connected to a political party.

- 4.9** Grants will only be made to religious organisations where the grant will benefit the wider community and will not be made to cover the cost of worship or conversion.
- 4.10** Any grant must only be used for the purpose for which it was awarded, unless the written permission of the Council has been given for a change in use.
- 4.11** Any unspent portion of the grant must be returned to the Council.
- 4.12** The Council reserves the right to refuse any grant application.
- 4.13** Any grant must be spent within 12 months of the award unless written permission is obtained from the Council.