

Brewood & Coven Parish Council with Bishop's Wood and Coven Heath

Grant Awarding Policy and Forms

Policy Statement:

The Parish Council can only award grants using certain legal powers; specific powers allow the Council to provide funding for specific activities or projects which Members feel will be of benefit to residents of Bishop's Wood, Brewood, Coven and/or Coven Heath e.g. grants to a village halls, for a music festival or towards community celebrations or special event such as the Christmas lights. The Parish Council has the General Power of Competence and can therefore award a grant where it feels that to do so will benefit **some or all of its residents or some or all of the area**. The critical words are **some or all** – in both cases. This means that grants to individuals are not feasible and grants where the activity would not obviously benefit the Parish are equally problematic, however worthy Members of the Council may feel the project to be.

Grant applications are considered at the Parish Council precept (budget) meeting, usually held in January and therefore applications and any supporting documentation should be received before 24th December to allow the Finance Committee to check that the Council's grants criteria have been met.

Grant Awarding Criteria:

1. It is a condition of any grant application that the group or project must bring direct benefit to the residents of the Parish. All applications must clearly demonstrate how this will be achieved.
2. Application forms must be submitted along with:
 - bank statement(s); both current and savings accounts
 - a constitution if not previously submitted or if it has been amended since it was submitted
 - the latest set of the group's accounts: for grant applications of £2,000 or above these should be independently audited and for grant applications below £2,000 accounts should have been examined by a suitably qualified independent person. It is important that all questions on the application form are answered and that any additional information in support of the application is provided
 - Newly constituted groups may be required to submit accounts at a later date
3. Retrospective grant applications will only be considered under very special circumstances.
4. The group should be a charity, voluntary or community organisation. Applications will not be considered from individuals, businesses, religious or political groups unless permitted by legislation.
5. Any grant awarded must only be used for the purpose for which it is applied and must be spent within the year that it is awarded unless exceptional circumstances prevail. If the grant cannot be spent in the year it has been awarded the Parish Council should be contacted as soon as possible if it is likely that a request will be made to carry over any unspent balance, otherwise it should be returned to the Parish Council.
6. Brewood & Coven Parish Council reserves the right to request any further information that it deems necessary to assist the decision making process.
7. Ongoing commitments to award grants in future years cannot be made therefore a new application will be required each year. You will be required to complete an Indicative Precept Form in December (form 1 below) if you are unable to complete a full grant application form (form 2 below) for consideration the following financial year, starting on 1st April.
8. The size of any grant awarded is at the sole discretion of the Parish Council. Applicants should be aware that the Council will often prefer to pay a grant by directly purchasing the supplies or facilities referred to in the application rather than transferring monies to the applicants. This can reduce the requirement for accounting for expenditure referred to in condition 12 below.

Brewood & Coven Parish Council with Bishop's Wood and Coven Heath

9. Brewood & Coven Parish Council reserves the right to refuse any grant application which is considered to be inappropriate or against the objectives of the Parish Council.
10. The scheme provides grants for both new and existing organisations. It may not be necessary for newly constituted groups to provide accounts if applying for a start-up grant.
11. Grants are awarded to village halls where there is proof that affiliated groups and/or local residents are given a subsidised rate when making a booking.
12. All awards must be properly accounted for and evidence of expenditure should be supplied as requested. If the Parish Council is not satisfied with the arrangements, they reserve the right to request a refund of monies awarded.
13. Under no circumstances will the Council provide a grant to pay for or subsidise any expenditure on alcoholic beverages or gaming.
14. Where grants below £2,000 are awarded the organisation must submit a report, either written or verbal to the Parish Council at its Annual Parish Meeting held in April. Where a grant of £2,000 or more is awarded the organisation must submit proper auditable accounts to demonstrate how the grant awarded has been used.

Use FORM 1 if you do not know full details at this stage or FORM 2 if you are making a full application.

FORM 1 - INDICATIVE PRECEPT CONSIDERATION FORM	
Name of Organisation:	
Address:	
Telephone Number:	Email:
Charity Number (if applicable):	
Contact Name:	
Position Held:	
Address (if different from above):	
Telephone Number (if different from above):	
Estimated cost of project:	£
Estimated amount you will be applying for from Brewood & Coven Parish Council:	£
Approximate date grant will be applied for	
NB This form is for budgeting purposes only, there is no guarantee at this stage that your organisation will be awarded a grant. You will be required to make a more detailed application at the start of the financial year.	
Signature	Date

Brewood & Coven Parish Council with Bishop's Wood and Coven Heath

FORM 2 - GRANT AWARD APPLICATION FORM

Name of Organisation:	
Address:	
Telephone Number:	Email:
Charity Number (if applicable):	
Contact Name:	
Position Held in Organisation:	
Address (if different from above):	
Telephone Number (if different from above):	
Aims of the Organisation:	
Information in support of application:	
Approximate Cost of Project:	£
Amount you are applying for from Brewood & Coven Parish Council:	£
Other funding applications (pending, approved or awarded):	
Name of Funding Source:	Amount
	£
	£
	£
	£

Brewood & Coven Parish Council with Bishop's Wood and Coven Heath

<p>Please tick to confirm you have enclosed a copy of your organisation's:</p> <p><input type="checkbox"/> most recent accounts - see point 2 of policy above</p> <p><input type="checkbox"/> most recent bank statement(s) for <u>all</u> bank accounts</p> <p><input type="checkbox"/> Constitution - see point 2 of policy above</p> <p>Please supply the following information in order for the grant to be paid into your organisation's bank account: Account Name: Account Number: Bank Sort Code:</p>	<p style="text-align: center;">For official use only- inspected and approved:</p> <p><input type="checkbox"/> most recent accounts</p> <p><input type="checkbox"/> most recent bank statement(s) for <u>all</u> bank accounts</p> <p><input type="checkbox"/> Constitution</p> <p><input type="checkbox"/> Application approved</p> <p><input type="checkbox"/> Application declined Reason:</p>

DECLARATION	
<p>This declaration must be signed by an authorised person within the organisation or group, e.g. Committee Member, Office Holder or Trustee.</p> <ol style="list-style-type: none"> 1. I am authorised to make the application on behalf of the above organisation. 2. I have read and noted the Council's criteria relating to this application and agree to abide by the conditions listed if a grant is awarded by the Parish Council. 3. I certify that the information contained in this application is correct. 4. If the information in the application changes in any way, I will inform the Parish Council. 5. I give permission for the Parish Council to record the details of my organisation electronically and to contact my organisation by phone, mail or email regarding this application. 6. If the application is successful, I give permission for the Parish Council to publicise the project/activity in the local media and on its website. 7. I agree to provide written confirmation of receipt of the grant. 8. I agree to provide written confirmation of how the grant was spent. 9. I agree to repay any grant not used for the purpose specified on the application form. 	
Signed:	Date:

Completed Application forms to be returned to: clerk@brewoodandcoven-pc.gov.uk or by post: Clerk to the Council, 35 Stafford Street, Brewood, ST19 9DX