

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

## £501 - £2000 - Grant Awarding Policy and Application Form

### 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 hall, 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. The Parish Council will not consider grants of over £2000 except for the Village Halls and Christmas Lights which require a different Application Form.

### 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 last submitted.
  - the latest set of the group's accounts for grant applications should be independently audited and 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 will be required to submit accounts at a later date.
3. Retrospective grant applications will not be considered.
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. Monies will be held by the Parish Council until the project reaches fruition and the monies are then called upon.
8. The award of a grant, including the size of the grant, is at the sole discretion of the Parish Council.
9. Applicants should be aware that the Council **prefers 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.
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.

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11. 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.
12. Under no circumstances will the Council provide a grant to pay for or subsidise any expenditure on alcoholic beverages or gaming.
13. Where grants are awarded, the organisation must submit a written report to the Parish Council within the financial year.

***Please keep the above grant policy for your reference.***

**Completed Application forms to be returned to: [clerk@brewoodandcoven-pc.gov.uk](mailto:clerk@brewoodandcoven-pc.gov.uk)  
or by post: Clerk to the Council, 35 St**

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

### £501 - £2000 - GRANT AWARD APPLICATION FORM

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

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

<p><b>Please tick to confirm you have enclosed a copy of your organisation's: (see point 2 – Grant Awarding Policy)</b></p> <p><input type="checkbox"/> <b>Most recent accounts</b></p> <p><input type="checkbox"/> <b>Most recent bank statement(s) for <u>all</u> bank accounts</b></p> <p><input type="checkbox"/> <b>Constitution</b></p> <p><b>Please supply the following information.</b>  <u><b>BANK ACCOUNT</b></u>  <b>Account Name:</b>  <b>Account Number:</b>  <b>Bank Sort Code:</b></p>	<p>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>

<b>DECLARATION</b>	
<p><b>This declaration must be signed by the contact person overleaf as an authorised person within the organisation or group, e.g. Committee Member, Office Holder or Trustee.</b></p> <ol style="list-style-type: none"> <li style="margin-bottom: 10px;">1. I am authorised to make the application on behalf of the above organisation.</li> <li style="margin-bottom: 10px;">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.</li> <li style="margin-bottom: 10px;">3. I certify that the information contained in this application is correct.</li> <li style="margin-bottom: 10px;">4. If the information in the application changes in any way, I will inform the Parish Council.</li> <li style="margin-bottom: 10px;">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.</li> <li style="margin-bottom: 10px;">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.</li> <li style="margin-bottom: 10px;">7. I agree to provide written confirmation of receipt of the grant.</li> <li style="margin-bottom: 10px;">8. I agree to provide written confirmation of how the grant was spent. (Policy Note 13)</li> <li style="margin-bottom: 10px;">9. I agree to repay any grant not used for the purpose specified on the application form.</li> </ol>	
<b>Signed:</b>	<b>Date:</b>

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

Revised February 2023