

Grants Award Policy – September 2023

BUCKLESHAM PARISH COUNCIL

Ruth Johnson
CLERK, BUCKLESHAM PARISH COUNCIL

1. General

- a) This Council considers a Grant to be any payment which is made to and is to be used by an organisation or individual for the specific purpose of meeting the Council's Objective of **'Parish Benefit'** by improving the *'facilities and infrastructure for the Parishioners of Bucklesham'*¹. It is a prime Objective of the Council to encourage and support local groups and start-up initiatives through local service delivery.
- b) The contribution made by many organisations and individuals to the well-being of the local community is recognised by this Council as important to our residents. The purpose of any Grant given by this Council is to support initiatives within the local community and to help create opportunities for the residents of Bucklesham that are not, as a matter of course, funded by the Council.
- c) Although the Council will give as much help as possible, the administration of and accounting for any Grant will be the responsibility of the recipient.
- d) Grants for up to £500 can be applied for (although this can be exceeded in certain circumstances at the discretion of the Council) as there is a limited budget each year. Guidance will be given to applicants as to how much money is available in a specific financial year. It is important that each application is supported by the detailed information called for (see Grant Application form). Assistance may be sought from the Clerk on this matter.
- e) The scheme also provides start-up awards for new organisation, as well as grants for existing organisations.
- f) Requests for funding can be made at any point in the year.

2. Conditions of Funding

- a) Applications will be considered from individuals as well as organisations. Applications will be considered for day-to-day running expenses and individual projects.
- b) Applications WILL NOT be considered from:
 - i. Any organisations intending to support or oppose any particular political party or to discriminate on the grounds of race or religion.
 - ii. Private organisations operated as a business to make a profit or surplus.
- c) The organisation will normally be expected to have clearly written aims and objectives and a written constitution, copies of which should be submitted as part of the application.
- d) All applications must demonstrate clearly how a Grant will be of benefit to the local community within the Parish.
- e) An organisation is required to submit audited accounts or accounts that have been independently examined by a responsible person, for the previous financial year or, in the case of a newly formed organisation, a detailed budget.
- f) Ongoing commitments to award Grants in future years will not be made. A fresh application will be required each year.
- g) Each application will be assessed on its own merits and will be considered along with other applications at Full Council Meeting and, to ensure as fair a distribution as possible, the Parish Council will take into account the amount and frequency of previous Grants.
- h) The Council will also take into account the extent to which the applicant has sought or secured funding from other sources or its own fund-raising activities.

¹ Bucklesham Parish Council 4-Year Business Plan

- i) The Council may make the Grant awarded subject to such additional conditions and requirements, as it considers appropriate.
- j) Only one grant will be considered for an organisation during the year unless there are exceptional circumstances, and these are to be reported and approved by the Council.
- k) The offer of Grant will be publicised in some form by the Parish Council (usually on the Website and in minutes of meetings).

3. Grant Application Process

- a) Applications must be submitted on the Parish Council’s Grant Application Form, available via the Parish Council website or through the Clerk.
- b) Requests can be submitted at any time of the year although decisions will be made at the next appropriate Parish Council Meeting.
- c) Applicants will be notified of the outcome in writing.
- d) Cheques will be payable to the named bank account of the requesting organisation and not to any individual.

Adopted by the Parish Council at a meeting on: *6th September 2023*

Signed:

Ruth Johnson

David Brinkley

Ruth Johnson
Clerk

David Brinkley
Chair

Version Control

Date	Details	Next Review
10th September 2021	First Publication	September 2023
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