

# Beckington Parish Council

## Grant Awarding Policy

### **BACKGROUND**

Beckington Parish Council serves the Village of Beckington, Rudge and part of Standerwick and is the tier of local government closest to the community it serves. The council's income comes solely from a precept paid by local residents as part of their council tax. Some of this income is then used to give grants to support local organisations and projects that will enhance the economic, social and environmental well-being of people who live and work in the Parish. Grants may be given to new or on-going projects and may be for either capital or revenue funding.

### **CRITERIA FOR ELIGIBILITY**

Beckington Parish Council will only support voluntary organisations or community groups based or working within the Parish boundary, not individuals. Consideration will be given to projects that provide evidence that they primarily service the interests of, or are for the benefit of Parish residents.

The total amount of Community Grant funding available in any given year is determined by the Council as part of the annual budget setting process.

Organisations may only apply for one grant in any one financial year.

It should be noted that the Parish Council cannot be the sole source of income for an organisation or project. A significant proportion needs to be raised elsewhere or be provided in kind. Evidence of contributions raised elsewhere to help fund the organisation or project may be requested.

The maximum amount of grant aid to be available to organisations will be determined by the Council within the limits of the Councils Grants Budget.

Applicants may be contacted by the Parish Clerk to clarify further detail if required.

### **REQUIREMENTS**

The Council may not be participant in an application for an organisation that applies for funding, other than the elected Council representative on that organisation, if one has been appointed.

Organisations will need to submit their latest accounts as presented and endorsed by their most recent Annual General Meeting, providing the organisation has been in existence for at least 18 months. Smaller organisations and those in existence for less than 18 months must provide evidence that a separate bank account has been opened. If audited accounts or a separate bank account do not exist the applicant may ask for the grant payment to be made to an identified supplier or nominated organisation, with the relevant authority provided by the Chairman of that organisation. Grants will not be paid to individuals. Any applicant who cannot submit any of the required information should contact the Clerk for guidance.

The following criteria must be met in order to be considered for grant funding:

1. The purpose(s) for which the funding is required should be clearly identified
2. Applications for funding should demonstrate contributions applied for or received from other sources.
3. Applicants should submit their latest audited accounts, providing the organisation has been in existence for at least 18 months. If the organisation has been in existence for less than 18 months, evidence that a separate bank account has been opened should be provided.
4. Charities should provide their registered charity number
5. Applications for grants may be made for capital or revenue funding i.e. for the development of projects or to assist in specific running costs. Timescales for the use of the funding should be stated in your application
6. Applicants must demonstrate equality of access and opportunity
7. Equipment purchased with the grant must remain the property of the organisation

8. Organisations must advise the Council on application, or as soon as known, whether there will be any fundamental changes to their service, premises or project, within the next 12 months.
9. Organisations should provide the Council with the projected number of users, the numbers of users from the Parish, and whether they make any charges to their users.
10. Organisations should provide the Parish Council with 3 quotes for any work that the money is being granted for to demonstrate best value.

### **THE FOLLOWING WILL NOT BE FUNDED BY A GRANT FROM THE COUNCIL**

The Council will not fund the following:

1. The Council cannot support those who aim to solely raise money for charity or to distribute money to others. Any charity that may benefit as a result of the grant application is to be listed in the application.
2. The Council cannot support or promote religious or political beliefs or interests of an individual or organisation. Applicants must demonstrate the project will be for the benefit of the wider community.<sup>1</sup>
3. Grant awards are not open for schools or businesses. If your project is in partnership with a school it may still be eligible. Applicants should demonstrate how it meets the Council's criteria and explain why it is not supported through mainstream school budgets/funding.
4. Maintenance costs for buildings or equipment. However ongoing support contracts or improvements and changes may be considered
5. Food or hospitality
6. The Council may support projects that employ people, but will not fund salaries payable to project organisers.
7. The Council will not fund retrospective applications

If an applicant is not sure whether or not they meet any of the eligibility criteria, please contact the Clerk before completion of the form.

In the event of over subscription to the funds available, the Council may reduce the amount of the request but will seek to support as many of those organisations as possible who meet the criteria as laid down.

#### **NOTE<sup>1</sup>**

Applications will be considered for organisations that benefit the wider community even though they may be on the premises of, or organised by, a particular religion, faith group or political party.

### **TIMESCALES**

Applications for Community Grants will be considered by the Council twice a year, roughly six months apart. Specific dates to be determined subject to the calendar of meetings for that year.

### **PAYMENT OF GRANTS**

Payments will be made by cheque, payable to the organisation. If audited accounts or a Bank account does not exist, the applicant may ask for the grant payment to be made to an identified supplier on production of an invoice, or to a nominated organisation, with the relevant authority provided by the Chairman of the organisation.

Except in exceptional circumstances, successful applicants are unable to re-apply for additional funding within the same financial year of an award and will only be able to apply once all reporting requirements for the previous award have been met. Applications will not be considered until all the relevant documents have been received.

Priority will be given to applications which meeting the Criteria for Eligibility (above).

## **FUNDING AGREEMENT**

All successful applicants of Grants will be required to:

1. Acknowledge receipt of any award.
2. Credit the Council as a supporter of the organisation in promotional material.

Previous approval of a grant application does not necessarily imply continued funding in consequent years.

## **CONTACT DETAILS**

Please submit all enquiries and completed application forms to the Council Clerk, Simon Pritchard. You can contact the Clerk by telephone, email or in writing.

Contact details are:

Email: [beckingtonparishcouncil@outlook.com](mailto:beckingtonparishcouncil@outlook.com)

Tel: 07792 478960

Address:

11 Heathfields Way  
Shaftesbury  
Dorset  
SP7 9JZ

Policy adopted: