

# BRANDSBY-CUM-STEARSBY PARISH COUNCIL

## GRANTS POLICY

The idea behind the Brandsby-cum-Stearsby Parish Council grants policy is to promote and encourage groups and organisations within the Parish. The policy covers grants available to village groups for smaller projects funded out of the Parish Council budget and a special fund for larger capital projects funded by money raised by the community and possible contributions by the Parish Council.

### **1.0 Grant limit**

The RFO will keep the Parish Council informed of the current annual limit

### **2.0 Grant Application Requirements**

- a) Applications for grants will not be considered unless Brandsby-cum-Stearsby Parish Council Application form has been completed.
- b) Applications for grants can only be considered from organisations whose work benefits Brandsby-cum-Stearsby Parish and its residents.
- c) Applications from individuals cannot be considered nor can applications where the grant would benefit an individual.
- d) Applications for retrospective grants, where a project has already been completed, cannot be considered.
- e) Grant Applications for up to £500 inclusive must provide financial statements in support of the application. Grant applications for more than £500 must provide a statement of the most recent audited accounts.
- f) The Parish Council will only consider one grant application per organisation per financial year unless there are extenuating circumstances.
- g) Any organisations applying for grants over £200 must have a constitution which must be provided with the application.
- h) The Parish Council will look for evidence that the grant application is specific, measureable, attainable, relevant and timed.
- i) An application form is to be produced. This is to be completed by all applicants.
- j) Once the applicant has received written confirmation of the grant from the Parish Council, they must utilise their own resources to make the purchases. Invoices with receipt to be provided to the Parish Council for payment. Payments will be made up to one month after the next Parish Council meeting.

### **3.0 Types of Grant**

- a) Scheduled Grant

This application is one where it is received and considered according to the following schedule:

30<sup>th</sup> April      Last date by which an application from must be submitted

May/June      all applications considered at a Parish Council meeting and applicants informed of the decision

November      Last chance to submit proof of spend to receive grant monies in time for November meeting of the Parish Council

b) Special Grant  
An application for a special grant may be considered at any time in the financial year if funds permit. It will only be considered if there is a genuine immediate need for such a community project experiencing financial hardship.  
The maximum sum available for this special grant is £300 and no applicant may submit more than one special application per year.

c) Large project Grants  
Provision is made for larger special projects. The Parish Council contribution is limited but there is no limit on funds which are raised from other means and paid into this fund.

#### **4.0      Grant allocation for Scheduled and Special Grant types**

a) Total Grant fund  
The total sum available varies year upon year but is in the order of £1000.

b) Maximum per application  
The Parish Council will not consider a single scheduled grant application that exceeds £700 unless there are extenuating circumstances and all other grant applications can be satisfied.

c) Minimum per application  
The minimum amount that can be applied for is £25

d) Grant fund shortfall  
Where the total value of grant applications exceeds the available funds and the Parish Council considers the applications of equal merit, they may offer applicants a reduced amount.

e) Grant payments  
Under normal circumstances, cheques for the total amount of approved grants will be issued by the end of December of each year.

f) Grant priority  
Priority will be given where the grant is match funded either from other grants or fundraising. The Parish Council aims to see 80% from other sources. Priority will also be given to grants which benefit most people from Brandsby-cum-Stearsby Parish.

g) Under spent monies  
These are to be protected in this fund and the following year's budget increased.

h) Voting at Parish Council meeting  
All grants must receive a minimum of four votes to be approved for payment by the Parish Council.

#### **5.0      Grant allocation for Large Projects Fund**

a) Total Grant fund  
There are no limits set on this fund. The Parish Council will make an allowance within the precept, where possible, to add monies to this fund.

b) Maximum per application  
No limits have been set.

c) Minimum per application

The minimum amount that can be applied for is £500.

d) Grant fund shortfall

Where that total value of grant application exceeds the available funds and the Parish Council considers the applications of equal merit, they may offer a reduced amount grant to applicants.

e) Grant payments

To be agreed between applicants and Parish Council.

f) Grant priority

Priority will be given where the grant is match funded from either other grants or fundraising. The Parish Council aims to see 80% from other sources.

g) Under spent monies

Funds are to stay in this project until spent. They are not transferable.

h) Voting at Parish Council meeting

All grants must receive a minimum of four votes to be approved for payment by the Parish Council.

## **6.0 Ongoing Grants**

Repeat applications for grants year on year will not normally be considered unless there are exceptional circumstances which the Parish Council considers an appropriate use of its grant fund. For example, the need to prevent a worthwhile project from stalling or failing and other funding is not available. These grants cannot exceed three years unless the applicant can demonstrate that other attempts at funding have been made.

## **7.0 Grant Spend**

Acknowledgement of grant.

Recipients of grants may be asked to acknowledge Brandsby-cum-Stearsby Parish Council's support on

promotional material, press releases and stationery if considered appropriate.

## **8.0 Fundraising Group**

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## **9.0 Policy Distribution and Maintenance**

- i. The Clerk is to retain the master copy of the policy
- ii. Copies of the policy will be distributed to all Brandsby-cum-Stearsby Parish Councillors
- iii. A copy of the policy will be available to all either from the clerk or to download from the website
- iv. The policy will be reviewed every year.

Reviewed: 03/08/2022

Review date: 03/08/2027