

Birchanger Parish Council

Grant Policy and Application Form

Birchanger Parish Council can only award grants using certain legal powers. Birchanger Council must be confident that any grant awarded will benefit Parish residents.

Grants must meet the Council's grant criteria, which are set out below, and applications must be made on the Council's application form.

All applications must be accompanied by appropriate accounts or supporting financial information.

Terms and conditions

1. The amount of the award will be at the discretion of the Parish Council, in accordance with grant regulations.
2. All applications will be considered on their merits, but in general grants will be awarded for capital projects, such as the purchase of equipment, works to buildings, improvements to premises. In addition, the Parish Council may support a community event, festival or other special event.
3. Grants will be awarded to voluntary groups and societies, clubs, not-for-profit organisations, charities operating in the parish where the benefit will be for this area.
4. Grants will not be awarded to individuals or to regional or national charities unless it is for a specific project in the parish area or where there will be obvious benefit to the Parish Council's area.
5. The purpose for which the grant is made must be in the interests of the inhabitants of the Parish Council's area which is defined by the boundaries of Birchanger Parish area. The benefit to the area must be commensurate with expenditure.
6. Groups from outside the Parish area are not eligible to apply.
7. The Parish Council will take into account any previous grant made to an organisation or group when considering a new application.
8. No grant will be awarded to or for any commercial venture for private gain.
9. Retrospective applications will not be funded where the expenditure had been made, the project has been carried out or the event has taken place.
10. All grants will be conditional upon submission of audited accounts and supporting documentation detailing costs of capital expenditure, projects or events for which the funding is being sought.
11. All successful grant applications must be used within 6 months from date on the grant confirmation letter. If not used within this time the grant application must be re-submitted.
12. All grant recipients are required to provide the Parish Council with a brief report, including photographs where appropriate, of how the grant has been utilised, how it has assisted the organisation or group and what it has achieved. This must be submitted within 6 months of the purchase of the capital equipment or completion of the project.
13. In addition for grants over £2,000.00 in any one year, grant recipients are required to provide the Parish Council with a written report explaining how the money has been used. This must be submitted to the council within 12 months of the date on the grant confirmation letter. It can take the form of an annual report or set of accounts which clearly identify the manner of spending.
14. If the grant is put to purposes other than those for which it was awarded without the prior approval of the Parish Council, the recipient organisation or group will be required to repay the grant to the Parish Council.
15. The organisation or group should supply such information as the Parish Council may request regarding the impact of the project on the Birchanger Parish area.
16. Recognition of the grant from BPC must be made in any consequent publicity.

How will the application be assessed?

1. How well the grant will meet the needs of the community, providing positive benefit to the inhabitants.
2. How effectively the group will use the grant.
3. Whether the costs are appropriate and realistic.
4. What level of contributions has been, or will be, raised locally.
5. Whether the organisation or group could reasonably have been expected to obtain sufficient funding from another, perhaps more appropriate source.
6. How the organisation or group is managed, as indicated by the constitution.

Birchanger Parish Council

GRANT APPLICATION FORM

Please read the guidelines below before completing this form. Please use black ink and block capitals. You may continue on a blank sheet if necessary, but please put the name of your organisation on any additional sheets.

A. Your organisation - Please give us the following information about your organisation:

Name of Organisation:

Address:.....

Post Code:

Description of your organisation's activities. Please list your aims and objectives.

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How long has your organisation been in existence?

B. Contact Details

Name of contact: Position:

Address for correspondence (if different from above):

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Post Code:

Tel:.....(daytime)(mobile)

Email:

C. Your Application

a) Brief description of project or scheme for which grant is intended

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b) Who will benefit from the proposed project or scheme?

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c) Total cost of project or scheme: £..... d) How much are you applying for? £.....

Please give an itemised breakdown of the expenditure for which this money which is being applied for. Please include evidence (e.g.. suppliers' estimates or price lists) of the likely cost of all items of expenditure where possible.

ITEM	COST £
TOTAL	

d) How long to you expect the project to take to complete or for the equipment to be purchased/installed etc

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Have you made any grant application to any other body for grant aid for this project? Yes/No. If yes please give

details	Name of organisation applied to	Amount applied for	Date of Application	Amount Received

If you have received any other sources of funding in the past year, not specified above, please give details:

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D. Previous Applications

Has your organisation previously applied for a grant from this Parish Council? If YES, please give details of the project and the date and amount of grant received if any. Was the project as described completed?

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E. Additional Information

Are there any other comments you wish to make to support this application? Please give this information below, or attach a separate sheet:

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F. Your Financial Situation

All applications must be accompanied by the following financial information: **If you do not supply this information your application will not be considered unless previously agreed in writing by the Council.**

- A copy of your latest approved statement of income and expenditure or other financial report which indicates your financial position, or
- Photocopy of bank statements covering the past six months
- A statement of your capital assets, if any

If you are unable to supply this information, please contact the Parish Council for advice before submitting this application

Signed:.....

Date:

**Please return the application form to:
Keith Williams, Parish Clerk at: 317 Birchanger Lane, Birchanger, Bishops Stortford CM23 5QR.**

All applications will be considered by the Parish Council and if successful, grant payments will be confirmed and sent to the named contact above.

**If you have any queries please contact the Parish Clerk on:
01279 814473 or email at clerk@birchanger.com.**