

Blackwell Parish Council	
Grant Awarding Policy	
Date approved:	Review Date:

Introduction

Blackwell Parish Council operates a grant aid policy under its powers in Section 137 (1) of the Local Government Act, 1972. In considering grants the Council must ensure that expenditure and benefit are balanced.

This policy aims to:

- help the voluntary groups within Blackwell Parish to improve their effectiveness.
- help to ensure the provision of services needed by Blackwell Parish residents via the voluntary sector.
- support organisations which meet the needs of people experiencing social and economic difficulties, and
- ensure that there is equality of access and opportunity for all Blackwell Parish residents to the services and funds it provides.

The Council values the diversity and strengths of the local voluntary sector and acknowledges its independent role in the community as:

- a source of valuable services
- a means of enabling people to work together
- a channel for campaigning and advocacy.

The Council defines a voluntary group as a 'not-for-profit' organisation, set up and run by a management committee.

This policy sets out the Council's funding principles and details its expectations of all groups in receipt of grant aid.

To qualify for an award the applicant must be able to demonstrate that any funding from The Parish Council will benefit the Parish, or residents of the Parish.

Grant applications will be dealt with by the Full Council.

In determining the validity of an application, the council will refer to the following guidelines:

Applications will be considered for the following purposes: -

- For the purpose of purchasing equipment either in part or in full.
- For the funding of transport that will enable group members to partake in a group trip or outing regardless of their incomes.
- For training activities, or to purchase the expertise of an outside trainer/ instructor/ facilitator.
- For activities that raise the profile of the area.
- For running costs of a viable group that is experiencing a period of hardship.
- For hosting special events or celebrations.
- For the provision of recreational facilities.

Conditions: -

- Grants will not be awarded to individuals
- The award must be used for the purpose for which the application was made.

- If the group is unable to use the award for the stated purpose, all monies must be returned to the Parish Council.
- 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.
- Donations to Registered Charities in response to a general fundraising appeal will not normally be considered.
- Groups operating outside the parish boundary will normally be limited to an upper limit of £100.
- Blackwell Parish Council would like to be credited with any grants given in any publicity materials.

Eligibility: -

- Any Charity, Voluntary Group or Community Organisation.
- Agencies that operate within The Parish and are of benefit to the local community, with the following provisos:
 - The Parish Council will not fund activities that it considers to be the responsibility of a Statutory Authority.
 - Applications from schools for an activity that takes place within the school day will not be considered.
 - The Parish Council will not fund activities outside its powers and functions.

Organisations applying for grant aid should note:

- Grants are made only to groups meeting the needs of Blackwell Parish residents.
- Grants are made to meet deficits on future running costs, to encourage new groups or new projects, or to help with the costs of some one-off expenditures.
- Grants will only be made to groups which need financial help. Accumulated reserves will be considered when grant levels are decided.
- Grants are normally made for one year's expenditure at a time and should be spent within the year for the purpose for which they were given. They should not be added, wholly or partly, to reserves unless part of a previously Council-approved programme of funding for a project.
- Grants cannot be made to cover money already spent.
- Grants will not be made to groups which operate for private gain or are connected with any political party.
- Grants may be made to religious organisations for social or welfare purposes, but not to cover the costs of worship or conversion.
- Organisations will be required to return grant aid if they close, or if a project or services funded by the Council is not satisfactorily provided.

Voluntary groups grant-aided by the Council are required to:

- Ensure efficient levels of administration, hold regular meetings, keep minutes and circulate information to group members.
- Keep proper accounts. Grants may only be made to groups, which have submitted satisfactory accounts, unless the group is recently formed.
- Report back as required to the Council on their activities.
- Involve group members and users in policy-making and in the management of activities and services.
- Be open to eligible users, as defined by the group's constitution.
- Establish and monitor suitable equal opportunities policies and practices.
- Meet the legal responsibilities of an employer where appropriate by adopting, implementing and monitoring good employment practices and procedures.
- Recruit and support volunteers where appropriate.
- Acknowledge the Council's support in annual reports

Monitoring Reports

Any group awarded funding by the Council will be required to submit a monitoring report that includes:

- Receipts for purchases made relating to the grant
- Information on who has benefitted from this grant (i.e. which sections of the community, how many people were involved with a project etc.)
- Photos where appropriate
- Any other information on the wider project (if relevant)
- Permission to publish any relevant information on the Parish Council website, Facebook page and in the Parish Newsletter and other associated publicity opportunities.

To be reviewed annually.

This policy is fully supported by the members of Blackwell Parish Council	
Signed by	Chairman, Blackwell Parish Council
Date	

Blackwell Parish Council



Application for Funding Support

Under Section 137 of the Local Government Act 1972, the Council has discretionary powers to award grants to local groups or organisations for “purposes, which may bring a direct benefit to the area or any part of it for some or all the inhabitants”. To be considered for an award, applicants must answer all the following questions and provide the necessary details requested.

Guidance notes for your information and assistance are included in the Grant Giving Policy.

1.	Name of Organisation/Group seeking a Grant.	
2.	Contact Person	Name: Address: Postcode: Phone: Email: Website:
3.	Payment details if application is successful.	Name of organisations account: Sort Code: Account Number:
4.	Project Name	
5.	Give details of the purpose for which grant is required Continue on a separate sheet if necessary.	

6.	Who (i.e. which section of the community) will benefit from this grant?	
7.	What is the TOTAL cost of the scheme?	
8.	Amount of Funding requested?	
9.	Give details of other sources of funds to which you have applied for this scheme?	
10.	Give details of any other grant you have received, or expect to receive, for this scheme	
11.	Have you applied to Blackwell Parish Council in previous years for funding for your organisation?	YES / NO If yes, please give details:
12.	Did you provide any feedback to the Council detailing how effectively you used the grant? If not, please attach to this application.	
13.	Have you included a balance sheet or statement of accounts for the previous year showing income, expenditure, bank balances and reserves?	YES / NO

Signed	
Printed name	
Position in organisation	
Date	

FOR OFFICE USE:

Date Application Received	
Date of Meeting Presented	
Decision	
Amount Awarded	
Minute	
Date Paid	

Blackwell Parish Council



Monitoring Information for Grant Received

Organisation	
Project Name	
Amount of funding awarded from BPC	
Amount Awarded	
Details about the project – What the project is/was	

When did the project take place	
Where did the project take place	
People involved in the project (i.e. open to all parishioners / open to named community group / used by a particular demographic etc.)	
Number of people involved in the project	
Are copies of receipts attached?	
Are any photos of the project attached and if needed, is there relevant permission from participants to use the photos in publicity (if needed)?	
Does Blackwell Parish Council have your permission to use any relevant information about the projects for publicity purposes – for example, online or in the parish newsletter (see the Grant Awarding Policy for more information).	
Signed	
Name	
Date	