



Brixworth Parish Council

Grants Policy

AIM

The aim of this policy is for Brixworth Parish Council to encourage and support voluntary organisations with community activities and viable projects through small grants. Grants awarded will be for the benefit of Brixworth Parish residents.

ELIGIBILITY

The Parish Council will award Grants at its sole discretion to Organisations within the Parish that demonstrate a clear need for financial support to benefit the Parish by providing a service, enhancing the quality of life of Brixworth Residents by improving recreational facilities or the environment or through positive promotion of the Parish of Brixworth.

All applications will be considered on their merit and the amount of any Grant awarded will be at the sole discretion of the Parish Council and there will be no right of appeal.

Grants will not be made retrospectively and an Applicant may make only one Grant Application per financial year. The Parish Council will not commit to award Grants for future years.

The Parish Council reserves the right to refuse any Grant Application which it considers to be inappropriate or in conflict with the objectives of the Parish Council.

GRANTS WILL NOT BE AVAILABLE TO:

- Commercial organisations or Private Organisations operating as a business to make a profit.
- Projects that are the responsibility of Statutory Bodies
- National Charities (unless the Project is for the benefit of Parish residents)
- Political parties or political lobbying
- Religious bodies where the monies will be used for religious purposes or religious buildings
- Individuals
- Organisations with reserves in excess of two years' running costs
- Organisations who use grants to fund other organisations

- General running and maintenance costs of Community Interest Groups and Social Enterprises (i.e. staff costs, consumables, etc.).
- Establishments and Organisations for which the Parish Council determines that Central Government, a Health Authority, a District or County Council, or other similar Public Body are the appropriate funder.
- Organisations intending to support, or oppose, any Political Party, or which discriminate on the grounds of race, gender, age, sexual orientation, religion or disability.
- National Organisations, or local groups with access to funds from National “umbrella” or “parent” organisations.

CONDITIONS OF FUNDING:

1. Grants will not be paid until the entire cost relating to the Application has been secured. In cases where other sources of funding are also being applied for, a Conditional Offer, in writing from the Parish Council may be provided to be used to secure additional funding.
2. All conditions under which a Grant may be awarded must be met, including any additional conditions stipulated by Brixworth Parish Council at the time the Award is granted i.e. a deadline or timeframe for the whole Grant to be used by.
3. Brixworth Parish Council reserves the right to require the repayment of and Grant where an Applicant does not comply with imposed Conditions.
4. The administration of and accounting for any Grant will be the responsibility of the recipient.
5. Awards must be properly accounted for and evidence of expenditure must be supplied to the Parish Council upon request.
6. Grants will not be awarded for the general running costs of Community Interest Groups and Social Enterprises (i.e. staff costs, consumables, etc.)
7. Where a grant has previously been awarded no further application will be considered until the spending of the previous funding has been evidenced in-line with the Brixworth Parish Council monitoring procedure.

GRANT APPROVAL PROCESS:

Applicants will be required to complete an Application Form, available from the Parish Council Clerk, or from the Parish Council Website (www.brixworthpc.org.uk). All questions on the Application Form must be fully answered. The Clerk to the Parish Council will receive all Applications in the first instance and will then collate all information provided by the Applicant for presentation at the special Parish Council Meeting.

Applicants should attend the special Parish Council Meeting at which their Application will be considered and should be prepared to answer questions that may be raised in debate. Dates of the Parish Council meetings to consider applications will be displayed on the Parish Council’s Notice Boards and on its Website.

The Decision of the Parish Council on whether to award a Grant is final and the Applicant will be advised in writing, following the Parish Council’s decision.

CHANGE OF CIRCUMSTANCES:

Grants may only be used for the purpose for which they are awarded. Any change to the detail of the original Application must be advised to, and agreed by the Parish Council. The Applicant must also notify the Parish

Council in writing, immediately, should there be any change of circumstances which affects or is likely to affect its financial position. If the purpose for which the Application is made is cancelled or only partially completed, Grant funding must be immediately returned to the Parish Council.

Grants may only be used by the original Applicant and cannot be assigned or distributed to another party. Where an Applicant Organisation is wound up, any unused Grant monies must be immediately returned to the Parish Council and any equipment acquired with Grant funding may be claimed by the Parish Council.

MONITORING:

The Parish Council reserves the right to ensure that a Grant is being used as intended. Successful Applicants will be required to provide a report on how the Grant was used to the Parish Council at the Annual Parish Meeting. This will include the project achievements and outcomes, detail on who benefited as a result of the Grant funding and any outstanding issues. As part of its formal audit process the Parish Council may require additional monitoring.

PUBLICITY:

Successful Applicants are expected to acknowledge the support of the Parish Council, including, for example, in the Applicant's Annual Reports, Posters and Advertising.

All acknowledgements must be in accordance with the Parish Council's branding guidelines and a copy of any such promotional material must be approved by the Parish Council Clerk, in advance.

The Parish Council may publicise Grant awards and details of resulting achievements in Parish Council publications, including but not limited to the Local Press and Social Media.