

Burton Dassett Parish Council
Grants Policy & Application Form

Update Schedule

Action	Date
Adoption	July 2018
Adoption	20 May 2019
Adoption	3 Dec 2020
Adoption	4 May 2021
Adoption	16 May 2022
Adoption	15 May 2023
Adoption	8 May 2024
Adoption	19 May 2025
Adoption	18 May 2026
Next Review	May 2027

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1) Purpose

Burton Dassett Parish Council “the Parish Council” is funded by the residents of Burton Dassett, Knightcote, Northend and Temple Herdewyke. It has limited funds available to assist community organisations located and working in the parish of Burton Dassett for the benefit of the community. Subject to funding being available, the Parish Council is committed to providing assistance and support to local community groups which are set up to promote community life for its residents. The Parish Council’s financial support is provided by way of grants / donations which are decided against set criteria..

In order for the Parish Council to be able to assess applications fairly and objectively, many of which will inevitably be totally dissimilar in content, it is necessary and helpful to assess all applications received against a range of criteria. These are designed to be a general indication of need but are not exclusive and can be flexibly applied. The Parish Council’s policy on community grants is based on the principle of promoting the development of partnerships which encourage and enable local community organisations to deliver local projects, services or facilities to the residents of the Parish.

In general, the following principles apply:

- a) Assistance will be given on the basis of need, merit and contribution to the local community
- b) Applicants must clearly show how any assistance given will benefit the people living in the Parish or will benefit the environment of Burton Dassett parish
- c) Any assistance given will be subject to ongoing monitoring and subsequent evaluation of the outcome of the grant
- d) Organisations should not make a presumption that funding will continue on a year to year basis

2) The Aims of the Council’s Grant Making Policy

The Parish Council provides grant funding to support the following aims:

- a) To enable residents of the parish to participate in voluntary groups and activities
- b) To help the parishes’ voluntary groups to improve their effectiveness
- c) To ensure the provision of services needed by the residents of the parish
- d) To support organisations which meet the needs of people experiencing social and economic difficulties
- e) To ensure that there is equality of access and opportunity for all parishioners of Burton Dassett to the services it provides and funds
- f) To improve or enhance the local environment
- g) To achieve value for money

The Council defines a voluntary group as a non-profit-making organisation, set up and run by a voluntary, unpaid committee. The Council can only donate funds to organisations if the Council have a ‘Power’ to do so.

3) The Grants Process

To apply for a Council grant you must be a charity, community group or local voluntary organisation with a constitution and dedicated bank account, operating or providing a service to the community. All funding requests must use our application form and applicants should provide all information requested.

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The amount of money available for grants varies each year, depending on the overall council budget.

Burton Dassett Parish Council uses the following criteria to decide on grant applications:

- Whether the group/project has followed our grants process and meets our requirements and grant giving policy.
- Level of benefit to Burton Dassett parish and the impact the grant will make.
- Evidence of a well-managed group including previous experience and track record.
- Financial sustainability and viability of the group and/or project.
- Evidence of partnership working.
- Evidence that funding has been sought from other sources and the level of match funding available.
- Evidence of compliance with previous grant award conditions.

Burton Dassett Parish Council will not fund the following:

- Organisations that do not provide a service to the community in Burton Dassett parish.
- Individuals or appeals supporting an individual.
- General appeals.
- Statutory organisations or the direct replacement of statutory funding.
- Political groups or activities promoting political beliefs.
- Religious groups where funding is to be used to promote religious beliefs.
- Arts & sports projects with no community or charitable element.
- Medical research, equipment or treatment.
- Animal welfare.
- Projects that may take place before an application can be decided.
- Organisations that have a closed or restricted membership.
- Equipment or other costs that have already been purchased or incurred prior to the application being considered.

Burton Dassett Parish Council grants are usually offered on a one-off basis to support a particular project, event, activity or the purchase of equipment. They are also open to new groups wishing to start up and receive a small contribution towards their running costs.

4) The Application Process

Groups must apply for funding using the appropriate application.

Grant application forms can be downloaded from the Council's website or are available from the Clerk. The Clerk will also provide assistance to any group having difficulties completing the application form. Grant applications will only be considered if all sections of the form are completed and appropriate supporting information/evidence is supplied where requested. All valid grant applications will be assessed and presented to the Parish Council for consideration. All applicants will be notified of the Council's decisions.

5) Payments

Grants will be paid by Bank Transfer.

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6) Monitoring and reporting requirements

Groups are expected to provide Burton Dassett Parish Council with written evidence of what the money has been spent on and the benefit it has brought to the people of the Parish. Such evidence of how the money has been spent should include copies of invoices and receipts, plus attendance numbers, photos, press clippings, etc. where applicable. This information should be submitted within 3 months of the event/project end or by the end of February each year whichever is sooner, so that it can be reported at the Annual Parish Meeting.

7) General Grant Conditions

- The grant can only be used for the purpose stated in the application and the Council reserves the right to reclaim any grant not being used for the specified purpose of the application. However, if a group wishes to change the purpose of the grant they must seek approval by writing to the Parish Council which will consider whether or not to approve the change.
- Applications for projects where the work has already been completed will not be considered.
- We will not support grants for the repayment of loans or cost of services, equipment or provisions in anticipation of a grant.
- Small grants must be spent within 1 year of award. Any unspent monies left after this time must be returned to Burton Dassett Parish Council.
- Organisations are responsible for ensuring that they are in compliance with all applicable legal and statutory requirements (including those relating to health and safety and equalities).
- Should for any reason the organisation disbands or the project is not completed the Council may ask for all or part of the monies to be paid back.
- Acknowledgement of the financial support received from the Council is required on documentation and any promotional material, including websites.
- In order to receive payment organisations/groups must have a bank account into which grants can be paid; payments will not be made to private individuals.
- Only one application per year will be accepted from any organisation.
- Additional grant conditions may also be attached to any funding from Burton Dassett Parish Council and these will be set out in the award confirmation letter. Failure to comply with any conditions attached to a grant may result in the grant being repaid or affect future grant assistance.

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BDPC Grants Application Form

Please refer to the Burton Dassett Grants Policy guidance before submitting your application.

Burton Dassett Parish Council Contacts:

Email: clerk@burtondassett-pc.gov.uk

Phone: 07713 892835

Website: www.burtondassett-pc.gov.uk

Name of Organisation	
Main contact	
Main contact address	
Main contact daytime telephone number	
Main contact email address	

Are you a newly formed group? (less than 1 year)	
How long has your Organisation been operating	
Do you have a voluntary management committee / steering group	
Does your Organisation have a formal constitution	
Does your Organisation have an equal opportunities policy / statement	
Does your Organisation have an annual record of accounts <i>(Please attach a copy of the latest audited accounts to this application)</i>	

Please describe your Organisation's main activities

How much are you applying for?	£
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What is the grant for?

Who in the parish of Burton Dassett will benefit from your project? What specific benefits will they receive?	Number of people:

How will all of the residents of Burton Dassett Parish benefit from your project?

Have any other bodies been approached from grant funding in relation to this application / project	
If so please provide details:	

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Please provide a full breakdown of the project costs and how they will be funded		
Item	Cost	Funded from
Total project cost:		

What will you do if you get less funding than you asked for? Will all or part of the project still go ahead. Please tell us what could be achieved if you only receive part of the funding.

If successful, your grant will be paid by bank transfer, please provide the following information to enable the transfer to be made	
Account name	
Sorting code	
Account number	
Bank Name	

Please read the following important terms and conditions carefully.

You are an official representative of your group and are authorised to apply for funding on their behalf.

Your details can be held with Burton Dassett Parish Council in accordance with the Data Protection Act 2018 to administer the grants process.

The information provided in this application is a fair and accurate description of your group and the project for which you are seeking funding. Misleading or inaccurate information may result in your application being rejected. Late application, retrospective applications and/or failing to complete any section of the application form may result in your application being delayed or rejected.

Information about your group and your project may be made available as part of Burton Dassett Parish Council's decision making system. Personal contact details and bank details will not be made public.

You have given due regard to health and safety considerations and have controls in place to eliminate or reduce risk exposure.

You will provide Burton Dassett Parish Council with any information they request to enable them to assess your application. This may include (but is not restricted to) a copy of your constitution, accounts or bank statements, equal opportunities policy, insurance and relevant health & safety policies.

You will provide Burton Dassett Parish Council with any evidence or monitoring information they request to ensure that any grant awarded has been spent in accordance with this application and any other terms and conditions.

Grant funding may be subject to additional terms and conditions, which will be made available to you if your application is successful.

I confirm that the information given in this application is a fair and accurate description of our group and our proposed project. I am authorised to apply for funding on behalf of the group and agree to abide by the terms and conditions of the grants process.

Signature:

Date:

Position in Group / Organisation: