**Bratton Clovelly Parish Council - Grant Policy**

Adopted March 2024

Reviewed every 2 years

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1. Introduction

1.1 Bratton Clovelly Parish Council has a commitment to encourage, support and promote

volunteer organisations and charities that support Bratton Clovelly parish for the benefit of the community. The Parish Council makes an annual budget provision for Community Grants to help meet its aims.

1.2 Community grants come from taxpayer funds and a key principle of this policy is to ensure that grant expenditure is open and transparent.

1.3 This policy is designed to act as guidance for both applicants and councillors when considering applications

1.4 Applicants are encouraged to look at alternative sources of funding in addition to these schemes

1.5 The Parish Council seeks to provide grants which meet at least one of the following outcomes:

**a.** **Provides improved opportunities/services for those underrepresented groups in the community.**

**b. Provides a new or improves an existing asset or service which will benefit a significant percentage of residents.**

**c. Enhances the environment/reduces the environmental impact of Bratton Clovelly parish.**

2. Grant Scheme

The Parish Council operates one grant scheme to a total value of **£300** per annum and a maximum grant per application of **£100**.

3. Eligibility

3.1 The scheme is open to Community Organisations, Local Charities and Community Interest Groups

3.2 Bodies must have a bank account in their own name

3.3 Projects must deliver a benefit to the residents of Bratton Clovelly Parish

3.4 The Parish Council will not fund: individuals, hospitality, salaries, religious organisations (unless for non-religious activities), core school expenditure or projects with party political links. This is not an exhaustive list and may be amended at the Council’s discretion

3.5 The Parish Council will only consider one application from an organisation within a financial year

4. Applying for a Grant

4.1 Applications should be made on the application form available on the Parish Council website or from the Parish Clerk. All information requested on the form requested on the form must be completed. An incomplete application will not normally go before the Council.

4.2 Applicants will normally be expected to have clear written aims and objectives, a written constitution, and a separate bank account controlled by more than one signatory. New/start-up organisations should submit a financial statement containing their proposed budget.

4.3 Where expenditure on a single item would exceed £100, and for which the parish council will be contributing a proportion of the required funds, the applicant should demonstrate that best value has been sought; this may be by submitting quotations.

4.4 For the purchase of items, consideration should be given to the Parish Council purchasing items and gifting them to the organisation rather than providing a grant. This is because the Parish Council can reclaim VAT for items purchased which are gifted as grants. In these circumstances the maximum grant would be £100 excl VAT.

4.5 There is no minimum threshold for a Grant application

5. Grant Award Process

5.1 Grant applications will be considered at any meeting of the year by the council if received 2 weeks prior to the next meeting.

5.2 The council will score applications using the following **Criteria:**

***Achieves outcomes*** *-* Up to 10: *A high score indicates that the application meets at least one outcome fully, and provides a legacy of benefits to the community. A very high score here would indicate meeting two or more outcomes fully. See paragraph 1.5*

***Value for money*** *-* Up to 10: *A high score indicates that the application is either collaborative with other organisations or supplemented by other funding sources. It must provide a cost-effective use of our funds.*

***Strong governance*** *-* Up to 10: *A high score indicates the applicant has good control structures within its organisation and experienced individuals leading the project. If relevant, insurance arrangements must be in place.*

An application must score at least 6 points on governance and achieve an overall score of at least 14 to be awarded a grant. Subject to these provisions, the Parish Council will award those grants which achieve the highest score in the current round of funding.

6. Grant Evaluations

6.1 Receipts for all expenditure above £50 shall be made available to the parish council as part of the evaluation to demonstrate the grant was spent appropriately.

7. Conditions of Grants - *An application under the scheme shall indicate agreement to the following conditions*

7.1 Recipients shall complete an evaluation as required. The Council reserves the right to reclaim funds not spent in accordance with the approved grant application, left unspent after one year of receipt or in full/partially for breach of conditions

7.2 Recipients should acknowledge the financial support received from the Council in publicity.

7.3 Recipients must advise the Council prior to disposing of any resources or equipment funded/part-funded/supplied by the Council as part of a grant application within two years

7.4 The Council may apply any additional conditions it deems necessary as part of the grant award

7.5 The Parish Council reserves the right to refuse any grant application which it considers to be inappropriate, or against the objectives of the Council

8. Receipt of Grant

8.1 A grant award must only be used for the purpose stated on the application. If the organisation is unable to use the money, or any part of it, for the purpose stated, then all monies, or unexpended part of such monies must be returned to the Parish Council. The Parish Council may request proof of expenditure.

Organisations receiving grants are required to advise their users/members that the grant or equipment has been received from Bratton Clovelly Parish Council.

Where appropriate, the Parish Council may require a notice to be affixed. Where equipment is gifted to an organisation, The Parish Council requires that it be insured and maintained at the expense of the user.

8.2 Payments shall normally be made to the organisation within four weeks of receipt of the agreement and once the grant application is heard by the next sitting parish council meeting

8.3 Applicants are encouraged to attend the parish council meeting where the grant application is to be heard to present the request and respond to any questions

8.4 Payments shall only be made to an organisation. The Council will not issue grants to an individual.

**BRATTON CLOVELLY PARISH COUNCIL - Annex A - Grant Application Form**

**Please complete this entire form and send to the Bratton Clovelly clerk via email -** [**brattonclovellyclerk@yahoo.co.uk**](mailto:brattonclovellyclerk@yahoo.co.uk)

|  |  |
| --- | --- |
| Name of organisation |  |
| Applicant’s contact details |  |
| Position within organisation |  |
| Telephone |  |
| Email |  |
| Is your organisation a registered charity? If yes, please state Charity Number. |  |
| Project for which grant is required? |  |
| How will this grant have an outcome (see 1.5 above) leading to benefit the parish of Bratton Clovelly and how many people/children/families benefit per annum? |  |
| Total cost of funds for which this grant may be part of if a larger project? |  |
| Have any funds been requested from other sources and if yes how much has been received to date? |  |
| Amount of grant requested from Bratton Clovelly Parish Council (Maximum £100) |  |
| When are the funds required? |  |
| If there is likely to be a delay in the spending of the grant due to further funding required what is the likely date for the expenditure? |  |
| Please confirm that a receipt will be provided for any grant expenditure and any monies unspent will be returned to the Parish Council | YES / NO (delete as applicable) |
| Details of the bank account to receive the grant funds  *(must not be an individual personal bank account)* | Account name:  Sort Code:  Account Number: |

Reviewed: 13th March 2024

Next review due: March 2024