

# Badingham Parish Council

## Grant Funding Policy

Badingham Parish Council has a grant funding scheme for the benefit of all who live and work in the Parish of Badingham. The Parish Council can only award grants using certain legal powers. Where there is no statutory power the Parish, Council may use Section 137 of the Local Government Act 1972 to give grants to community organisations. This power may only be used if its use will benefit some or all its residents or some or all of the area and where the benefits obtained are commensurate with expenditure incurred. Grants cannot be given to individuals.

The aims of the Parish Council's grant-making are to demonstrate a fair and transparent process.

- Support local solutions to meet local needs
- Promote community cohesion
- Develop a sustainable and supportive community
- Promote health and wellbeing
- Tackle disadvantage.

The Council seeks to support organisations that provide a benefit to the Badingham for some or all of the parish and its residents. This can include:

- Older people
- Children
- Young people
- People suffering from a long-term disability or illness
- Carers
- Low-income families
- Minority groups
- People with mental health needs.

The organisation applying must: be established for charitable, benevolent, social, cultural, recreational or philanthropic purposes and demonstrate that it provides services to Badingham, has a constitution in place, or set of rules that define its aims, objectives and procedures, has an accounting system and dedicated bank account controlled by more than one signatory, provide proof of financial sustainability and viability, details of funds held, the project budget and how where and when the grant will be spent.

### **Process:**

- i. Applications must be made in accordance with the Parish Council's Grant Making procedure and using the Parish Council Grant Application Form.
- ii. The Parish Council reserves the right to refuse any grant application that it considers to be inappropriate or against the objectives of the Parish Council.
- iii. The Parish Council will not fund: Projects not benefiting people living in Badingham, Individuals or families for personal needs; Promotion of religious or political causes; Retrospective claims; Groups that have significant unrestricted reserves; Payments towards endowment funds; National charities that are not providing clear local benefits; Overseas expeditions; Medical research and equipment for statutory or private healthcare; Start-up requests for a project that is unable to start within twelve months.
- iv. If the grant is not used or put to purposes other than those for which it was awarded without the prior approval of the Parish Council, the recipient organisation will be required to repay the grant to the Parish Council.
- v. Recognition of the grant from Badingham Parish Council must be made in any publicity material.
- vi. Award of a grant must not to be taken as an indication that funding will be granted in future.
- vii. Grants will normally be restricted to modest sums. If the Parish Council has sufficient reserves the maximum award for exceptional cases will be £1000.

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Assessment Applications will be decided by the Parish Council at its May and November meetings. Applications must be received by the Clerk by 15th April and 15th October. The grants scheme will be overseen by the Parish Council, which will consider applications on their comparative merits and in light of available funds. The main assessment criteria will be:

- How well the grant will match the aims of the Council and deliver benefits to the community and its inhabitants.
- How effectively the group will use the grant.
- Whether the costs are appropriate and realistic.
- What level of contributions has been, or will be raised, in addition to the grant.
- The amount and frequency of previous awards (to ensure as fair a distribution as possible).

### Procedure

How to apply The Parish Council is committed to making the grant application process as easy and as accessible as possible for local voluntary and community groups, regardless of size and professional fund-raising expertise. Please contact the Parish Clerk if you have any difficulties in using the form.

Application forms can be obtained from the Parish Clerk or downloaded from our website. The Parish Council welcomes the opportunity for a preliminary discussion as to whether your application meets the eligibility criteria prior to you submitting it for assessment. If you are not part of an organisation but wish to apply for funding, then we may be able to help by linking you to a charity who may act as a conduit for finance.

### Submission requirements:

- i. Completed application form
- ii. Constitution or governing document (if available)
- iii. Up-to-date, approved annual accounts or financial statement signed by the treasurer (if your organisation has been running for 12 months or more)
- iv. A budget
- v. Your equal opportunities policy or this declaration: "To provide equal opportunities to all, irrespective of their gender, race, ethnic origin, disability, age, nationality, national origin, sexual orientation, religion, marital status or social class. We oppose all forms of unlawful and unfair discrimination."
- vi. Any other material you consider relevant to support your application.

### Awarding Grants:

The Parish Council will make the payment on receipt of our signed terms and conditions. Grants must be shown in your published financial accounts. Please note that there is no right of appeal on award decisions made.

Failure to achieve the specified purpose of the grant or unauthorised variation shall require the recipient to return the entire grant to the Parish Council.

Grants will not be awarded retrospectively.

### Monitoring of Grants:

There will be no change to the intended use of the grant without express written authority of the council. The Parish Council will ask you to provide feedback on how the grant has been spent and the benefits it has achieved.

Invoices or documentation **must** be supplied as evidence of the expenditure of the grant for the purpose for which it was awarded. You will be required to complete and return a grant evaluation form within 6 months of the award being made. Failure to comply may jeopardise future grant applications.

Please send your completed application form and accompanying paperwork to the Parish Clerk. For further information contact The Clerk or Chair.

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### Application Form

<b>NAME OF GROUP/ORGANISATION</b>	
<b>1.</b> Name and address of person who should be contacted regarding this application.	Title.....First Name..... Surname..... Address..... ..... Town.....County..... Post Code.....Date..... Tel: ..... E-mail.....
<b>PROJECT/INITIATIVE</b>	
<b>2.</b> What project/initiative are you requesting Grant Aid for?	
<b>3.</b> How will this project/initiative benefit the residents of Badingham.	
<b>4.</b> How much Grant Aid are you requesting from Badingham Parish Council?	
<b>5.</b> Please give details of any other grants awarded or applied for.	
<b>6.</b> If you are successful in being awarded a grant, who would you like the cheque to be made out to?	

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GROUP/ORGANISATION DETAILS	
7.	What are your main aims and objectives?
8.	Where do your main activities/projects take place?
9.	Are you a registered charity?  Yes / No  (Please circle as applicable)  If yes, please give charity number.....
10	Size of group/organisation,  e.g. number of staff and/or members?
11.	Do you charge a subscription? If so, what is your annual subscription?
12.	Any other relevant information.

**Please confirm you have enclosed the following documents with this form:**

- Copy of the up to date Full Accounts
- Budget
- Background information about your group/organisation
- Constitution or Governing document
- Your equal opportunities policy or declaration - *'To provide equal opportunities to all, irrespective of their gender, race, ethnic origin, disability, age, nationality, national origin, sexual orientation, religion, marital status or social class. We oppose all forms of unlawful and unfair discrimination.'*
  - Any other material you consider relevant to support your application

**PLEASE RETURN THIS APPLICATION FORM TO BADINGHAM PARISH COUNCIL,**