



Bletsoe Parish Council

Grant Awarding Policy

1. The Council will set an annual budget for grants and will adhere to it. The total amount of grant money available may vary from year to year.
2. Requests for grants will only be accepted for consideration provided that the Council's grant application form has been completed and appropriate supplementary information provided.
3. Applicants may be required to attend a meeting to answer any questions Council may have about the project.
4. Grants given will not exceed £2,000.00 and will not be made retrospectively (unless under exceptional circumstances).
5. Grants will not be given to individuals.
6. Applications for grants of less than £500.00 can be made at any time and will be considered at bi-monthly Parish Council meetings. Councillor recommendations to be approved at the next, subsequent Parish Council meeting.
7. Grant applications over £500.00 will need to be made prior to November each year for consideration by the Parish Council when preparing the budget for the following financial year.
8. The Parish Council requires all recipients of grants in excess of £500.00 to provide a written report of how the grant money has been used within 6 months of receipt of the grant. It may take the form of an annual report or set of accounts that clearly identify the manner of spending.
9. The Parish Council will not normally fund more than 50% of the cost of a project.
10. In the event of there being more applications than the Parish Council has budgeted for, the successful applications may be scaled down to fit the budget, or deferred, rather than deleting applications which merit a grant.
11. Grant recipients will be requested to provide evidence of purchase.
12. The Parish Council will consider only one application for each project in any one financial year. However, an organisation may apply for funding for more than one project within a financial year.
13. If the organisation making the grant application owns or leases property which other bodies hire for use, the Parish Council will expect them to demonstrate that they make a distinction between not-for-profit and for-profit hirers in the rates they charge.
(Businesses should not be subsidised with public funds.)

14. Unsuccessful project applications will not be reconsidered for a period of not less than 2 years.
15. Factors the Committee will take into account when considering a grant application.
- ***Will all or part of the parish or all or some of its inhabitants benefit from this grant?***
 - Has the Parish Council the power to make this grant?
 - Has the applicant demonstrated some degree of fundraising on a 'self-help' basis?
 - Has the applicant applied previously or applied to other authorities/sources of funding?
 - If the applying group employs paid staff, is it a registered charity?

Examples of Procedure Criteria

1. General Guidance

- ***The Council will not normally make grants to organisations outside of the parish, unless there are direct benefits to the parish.***
- Applications should be made for 'one-off' items e.g. capital expenditure. Recurring (revenue) expenditure will not be considered.
- Organisations employing staff must provide a full breakdown of staff and salaries.
- Applicants will be expected to show a degree of fundraising on a 'self-help' basis.
- When the Committee considers the grant application, the applicant will be required to attend the meeting to answer any questions members may have about the project.
- Recommendations will be included in the agenda for approval at the next, subsequent Parish Council meeting. Applicants will be notified accordingly of the Parish Council's decision.

2. The Application Form

Applicants must complete the grant application form issued by the Parish Council and submit it to the Clerk to the Council (see below), together with the appropriate supplementary information. Original signatures required.

Mrs D Robins, CiLCA
Clerk to Bletsoe Parish Council
The Bakery
High Street
Upper Dean
Huntingdon
PE28 0LY

Tel: 07786 656088
E-mail: clerk@bletsoe-pc.gov.uk

3. Payment of Grants

In the case of organisations/projects receiving a single grant from the Parish Council only, they have the choice of a single one-off payment, or the funding can be held by the Parish Council and released by the Clerk on an authorised request.

In the case of organisations/projects in receipt of match-funding of which the Parish Council is one of the partners/funding agencies, the Parish Council will pay its contribution against an invoice.

BLETSOE PARISH COUNCIL - GRANT APPLICATION FORM

Please read the Council's policy and procedure for awarding grants before completing this form. You may use a continuation sheet detailing further information relevant to your application, if necessary.

Name of organisation making the application:		
Name of person to whom correspondence should be addressed:	Address of correspondent:	
	Email:	
Payee for grant cheque:	Daytime telephone No:	
Details of the organisation i.e. what does it do?		Amount of grant applied for: £
What is the grant for and who will benefit? (Give details of the project.)		
Have you applied to any other body for a grant towards this project? (If yes, please give details.)		
How else do you raise income? (Give details of subscriptions, fundraising, contributions 'in-kind' etc.)		
What age groups do you cater for?	Total membership:	Are you a registered charity? If yes, please provide your number.
Signature of responsible adult (e.g. Chairman, Leader): _____		For Parish Council Use Only
Date _____		

You must attach the following to your application:

Copies of the last year's accounts, minutes of your last AGM and your current constitution or rules, as appropriate.