

BOUGHTON UNDER BLEAN PARISH COUNCIL

Grants & Donations Policy

Adopted: 20 October 2023

Next review: October 2025



The aim of this policy is to encourage and support activities and projects which will benefit the Parish of Boughton under Blean.

Definitions

A grant is awarded for a particular defined purpose. A donation is awarded for general purposes. Both are awarded for the benefit of the local parish only.

Expenditure

Under Section 137 of the Local Government Act 1972, Boughton under Blean Parish Council has restricted powers to award grants and donations to groups or organisations for the purposes of bringing a direct benefit to the parish or its residents.

The Parish Council makes provision for awarding grants and donations within its annual budget. Any grants and donations made available for such purposes are funded directly from the Parish Precept. The Parish Council receives no other significant monies from any source (with the exception of grant monies received for particular projects which are ring-fenced for that purpose).

Policy

The Council will award grants to organisations or worthy causes with a not for profit aim and will benefit the Parish by:

- Providing a service
- Enhancing the quality of life
- Improving the environment
- Promoting the Parish of Boughton under Blean in a positive way

The organisation making a grant request should be a non-profit making voluntary organisation where membership is open (i.e. no discrimination of membership on grounds of sex, race, religion, political interest etc.)

Only one application for a grant will be considered from an organisation in any one financial year. Ongoing commitments to award grants in future years will not be made. A fresh application will be required each year. This will be at the discretion of the council.

Applications

1. All applications for grants or donations shall be made using the application form and submitted to the Clerk to the Council. Applications which meet the Council's criteria will be considered at the next meeting of the Council.
2. The grant available is limited to a maximum of £250 per application.
3. If the Council considers that there are exceptional circumstances then it can decide to exceed these limits.
4. Only one grant will be given to any group or organisation, or for any particular purpose, in any financial year (1st April to 31st March).
5. Grants cannot be awarded retrospectively.

Conditions

1. The Parish Council will assess applications with particular reference to the number of Parishioners likely to benefit, or whether any particular category of Parishioners would receive specific benefit. Where a request for a grant/donation is agreed, the Council shall determine the amount, using the figure stated by the applicant as a guide only.
2. The grant or donation shall be used only for the stated purpose otherwise the monies shall be returned to the Council, except where the Council's prior written consent has been given for the funds to be used for another purpose.
3. The Council may request that applicants provide written feedback explaining how the grant/donation has benefited their group/organisation. If feedback is required, this will be communicated in the decision letter.
4. The Council reserves the right to request repayment of any grant/donation where an applicant does not comply with these conditions.

Notes

1. The Council's decision on any application is final and there is no right of appeal.
2. The Council reserves the right to decline any application without giving reasons for its decision.
3. The Council will not commit to any continuing expenditure.
4. Where a Member of the Council is a member of a group/organisation applying for funding, that Member must declare, in accordance with its Code of Conduct, an interest in the matter and refrain from voting. Advice may be sought from the Monitoring Officer.

Applicant contact details	
Name of organisation	
Contact name	
Position within organisation	
Contact address	
Daytime telephone number	
Email address	
Payee name (for grant)	

Project details	
Is the organisation a registered charity?	Yes/No (<i>please delete as relevant</i>)
Please provide a description of your project, explaining what the grant funding will be used for	

Amount of grant requested	£
Total cost of project	£
If the total cost of the project is more than the grant, how will the residue be financed?	£
Has your organisation sought income from other sources (eg fundraising, other grants)	Yes/No <i>(please delete as relevant)</i>
If yes, please provide details below	
Who will benefit from the project?	
Approximately how many of those who will benefit are residents of Boughton under Blean Parish?	

Declaration	
<p><i>“To the best of my knowledge, I believe that the information given both within this form and in the supporting material provided is correct. I understand that, if successful, I will be required to adhere to the policies and procedures as outlined in Boughton under Blean Parish Council’s Grant Awarding Policy document, and to any monitoring arrangements that may be specified by the Parish Council at the time the grant is awarded. In making this application I declare that the organisation to which the application relates subscribes to the principles of equal opportunities in all of its activities and is operated on a not-for-profit basis.”</i></p>	
Signed	
Name <i>(please print)</i>	
Position within organisation	
Date	

The Parish Council also requires an indication of funds held by the organisation. A financial statement or similar should accompany the application.

Please submit any other information which you feel will support this application.