



Buckland Brewer Grant Awarding Policy

1. Definition

- 1.1. A grant is any payment made by Buckland Brewer Parish Council ("the council") to be used by an organisation for a specific purpose that will benefit Buckland Brewer Parish, or residents of Buckland Brewer Parish, and which is not directly controlled or administered by the council.
- 1.2. This policy does not apply to any expenditure made under section 137 of the Local Government Act 1972 and nothing contained herein shall prevent the council from exercising, at any time, its existing duty or power in respect of providing financial assistance or grants to local or national organisations under the provisions of section 137 of the Local Government Act 1972.

2. Council's priorities for awarding grants

- 2.1. The council awards grants to parish organisations, at its discretion, which can demonstrate a clear need for financial support to benefit the parish by:
 - a. providing a service
 - b. enhancing the quality of life
 - c. improving the environment
 - d. promoting Buckland Brewer Parish in a positive way.

3. Conditions of funding

- 3.1. Grants will not be awarded to:
 - a. individuals
 - b. commercial organisations
 - c. private organisations operated as a business to make a profit or surplus
 - d. political parties
 - e. religious organisations
 - f. national organisations or local groups with access to funds from national "umbrella" or "parent" organisations, unless funds are not available from the national bodies, or the funds available are inadequate for a specific project with a direct benefit to the parish.

This list is not exhaustive and may be added to at the discretion of the council.

- 3.2. Applications will not be considered for:
 - a. purposes for which there is a statutory duty upon other local or central government departments to fund and oversee the service.
 - b. purposes related to "upward funding", i.e. where fund-raising is sent to a central HQ for redistribution or if the grant funds will be donated to a third party.
 - c. retrospective funding, i.e. where the project is already complete or is nearing completion.

- 3.3. The administration of and accounting for any grant shall be the responsibility of the recipient. All awards must be properly accounted for and evidence of expenditure should be supplied to the council as requested.

- 3.4. Only one application for a grant will be considered from each organisation in any one financial year. Ongoing commitments to award grants or subsidies in future years will not be made. A fresh application will be required each year.

- 3.5. The council may make the award of any grant or subsidy subject to such additional conditions and requirements as it considers appropriate. The council reserves the right to refuse any grant application which it considers to be inappropriate or against the objectives of the council.
- 3.6. The council will not fund 100% of costs. Matched funding is usually required but the Parish Council may award a higher ratio of the project cost at its discretion.
- 3.7. Any grant money must only be used for the purpose for which it was awarded unless written approval is obtained in advance from the council for a change in use. Any grant monies that have not been spent within 12 months must be returned to the council, unless the council has agreed in writing that it may be retained.

4. Grant application process for requests under £250

- 4.1. Grants below £250 may be awarded at the discretion of the parish council at any time.
- 4.2. An application form must be completed and evidence must be provided to demonstrate why a grant is needed and how it will be spent. Other stipulations may be made at the council's discretion.
- 4.3. The criteria set out in sections 2 and 3 must still be met and the clerk will carry out relevant due diligence ready for presentation to the council and discussion at an appropriate council meeting.

5. Grant application process for £250 and above

- 5.1. Larger grants will only be awarded following an annual assessment process. This will be advertised so that all interested organisations have the same opportunity to apply. The council reserves its right to use its discretion outside of this process if there is a major unforeseen incident.
- 5.2. The clerk will receive all applications, collate the information provided and will carry out relevant due diligence ready for presentation to the council and discussion at an appropriate council meeting.
- 5.3. All applicants will be required to complete an application form and all questions must be answered.
- 5.4. In addition to the application form, organisations will be required to provide:
 - a. full and complete copies of the signed and audited/examined accounts for the past two years (if the organisation has been in existence for that period)
 - b. bank statements for the last three months for all accounts held by the organisation.
 - c. a detailed budget plan and supporting evidence demonstrating why funding is needed and how it will be spent.
 - d. a copy of the organisation's constitution, terms of reference or rules.
 - e. evidence of any other funds sought or secured to support the project.
 - f. confirmation that the organisation has a bank account in its own name with two authorised representatives required to authorise each payment.
 - g. the organisation is also welcome to submit any other information that it would like to present to support its case.

- 5.5. The council will set a limited budget each year. No guarantee can be given to provide ongoing support and each application will be assessed on its own merits.
- 5.6. The council will make the decision on which grants to award. All applicants will be contacted by the clerk to notify them of the council's decision.
- 5.7. Any organisation in receipt of a grant from the parish council of at least £250 may be required to present a brief report at the Annual Parish Meeting (or other meeting as determined by the council) so that parishioners are informed how the grant has been used and how it has benefitted the parish. In exceptional circumstances, with the council's consent, a written report may be accepted instead.
- 5.8. Where the project is not completed within the same financial year (or the agreed timescale) the organisation may be required to provide an interim report to keep the council informed of its progress.

6. Return of funding

- 6.1. If a grant is not spent within twelve months from the date awarded, the Council reserves the right to ask for repayment.
- 6.2. In addition, the council reserves the right to reclaim the grant in full if:
- the contract is breached and monies are not being used for the purpose specified on the application form, or
 - if the organisation has submitted any dishonest or misleading information on the grant application form, or
 - if the organisation ceases to exist, becomes insolvent, goes into administration, receivership or liquidation.

7. Publicity

Organisations receiving grant funding from the Council are asked to include mention of the financial support from Buckland Brewer Parish Council in any publicity associated with their project or event.

POLICY REVIEW	
Date of policy review	October 2023
Date approved and minute reference	11 October 2023 - Agenda # 102
Date of next review	October 2024