# Billing Parish Council

## Grant Policy

### 1. The introduction

For each financial year, Billing Parish Council, mindful of its responsibilities in the spending and management of public money, allocates a specific amount of money to be made available as grants or donations to local organisations.

Grants and donations will be awarded for the benefit of the community of Billing Parish by supporting organisations and projects which help to improve safety, recreation, education, community pride, sports, art and culture or improving the long-term wellbeing of residents.

All applications will be determined by the Parish Council at a Full Parish Council Meeting and will be assessed on its own merits.

Applications may be submitted for amounts up to £3000.00.

### 2. The following criteria must be followed:

- The organisation or project must bring a direct benefit to the residents of Billing Parish;
- All applications must clearly demonstrate how this will be achieved;
- The organisations must confirm the total number of their members and the number of members who are residents of Billing;
- The organisation must be either non-profit, charitable, voluntary or community;
- Grants will only be considered for:
  o Capital cost of new or improved facilities or equipment
  o Providing a public service
  o Initial funding for new activities or event
- **An organisation should have a bank account in its own name;**
- **Only one grant may be made in each financial year to each organisation;**
- Applications from health, education or social services will be considered where there are benefits to the wider community and the project is in addition to statutory services;
- Grants will only be awarded for forthcoming or ongoing projects – not retrospectively;
- When grants are being requested for more than one project/activity, a breakdown of costings will be provided to the council;
- Organisations seeking funds for buildings must demonstrate a reasonable security of tenure in the relevant property;
- 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 if requested. If the Parish Council is not satisfied with the arrangements, they reserve the right to request a refund of the monies awarded;
- Ongoing commitments to award grants or subsidies in future years will not be made;
- A fresh application will be required each financial year;
- Any grant must only be used for the purpose for which it was awarded, unless the written approval of the Council has been obtained for a change in use of the grant monies, and that any unspent portion of the grant must be returned to the Council within two months of the date the approval of change of use was given;

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- The group or organisation receiving the grant will acknowledge the contribution from the Parish Council in any publicity material, website or press release;
- The Council may make the award of any grant as it considers appropriate in the event of any unforeseen urgent event;
- The Council reserves the right to refuse any grant applications which it considers to be inappropriate or against the objectives of the Council;
- In the event of the Parish Council receiving more requests for funding, in any one financial year, than there are budgeted resources available, it will fund only those to which it assigns the highest priority;
- Donations to Registered Charities in response to a general fundraising appeal may be considered if there is a benefit to the residents of Billing Parish;
- 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 the Local Government Act 1972, Section 137 or the Localism Act 2011.

### 3. Grants WILL NOT be awarded for:

- Private organisations operated as a business to make a profit or surplus (unless the event/project is free to attend);
- Costs of routine maintenance and repair of equipment (unless in exceptional circumstances)
- Salary or routine administration costs
- Loan repayments
- Individuals (except where an organisation provides help for needy individuals belonging to or using the organisation)
- Hospitality
- Projects with party political links
- Projects which discriminate on the grounds of age, gender, sexual orientation, race, or religion
- Services which should be provided by statutory funding
- Buildings that are uninsured
- Organisations with substantial unallocated resources
- No grant will be awarded to any organisation or for a project where a Parish Councillor could reasonably be perceived to receive a direct or indirect financial, personal, or material benefit from the grant.

### 4. Process

- Application forms can be obtained from the Parish Clerk;
- Applicants must complete the form in full and provide any additional information to support its application;
- Grant applications will only be considered if submitted in writing, with any requested supporting documentation, which could include a copy of the organisation's latest set of accounts, latest bank statement or the organisation's constitution or terms of reference;
- Applications must be emailed to the clerk by the last Monday of the month to be considered at the next full council meeting which falls on the second Monday of the month;
- Only one application per year can be submitted, the council reserve the right to ask for additional information for applications, which may result in a delay of decision;

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- The council may decide to issue a grant lower than the amount requested;
- Organisations will be notified via email the week following the council meeting to advise whether the request has been successful;
- Payments will be made by bank transfer the month after the meeting when the decision was made.

**5. Following receipt of your grant**

**a.** The grant monies must be spent within 12 months following approval of your application.

**b.** Following completion of your project or within three months of spending the grant monies, you must write a short report to the Council explaining how the monies were spent and how your project has progressed and provide documentation as evidence of spend.

**c.** Any grant money unspent within six months, a progress report must be provided to the parish council, explaining the reasons for the delay.

**d.** Subject to council consideration, full or partial return of the grant money awarded may be requested. If requested, your group is expected to make the payment within four weeks of the council's notice.

**e.** If applicants intend not to spend the money within 12 months, then prior written approval must be sought before the end of this period.

**All decisions are at the absolute discretion of Billing Parish Council.**