



BLEDLOW-CUM-SAUNDERTON PARISH COUNCIL

GRANTS AND DONATION POLICY

Introduction

A donation may be made by the Parish Council at any time to help defray costs of or fund a charitable cause or local fund raising event. An application is not generally required as the donation will be made at the discretion of the Council.

A grant is any payment made by the Council to be used by an organisation for a specific purpose that will benefit the Parish, or residents of the Parish, and which is not directly controlled or administered by the Council. The Council awards grants, at its discretion, to Parish organisations which can demonstrate a clear need for financial support to benefit the Parish or its residents by:

- Providing a service
- Enhancing the quality of life
- Improving the environment
- Promoting Bledlow cum Saunderton constituency in a positive way

Grant Application Process

1. The Clerk to the council will receive all applications in the first instance and then collate all the necessary information from the applicant ready for presentation and discussion at the appropriate Council meeting. The Clerk may summon the applicant to be at the meeting to answer Councillors' questions.
2. Applicants will be required to complete the application form. All questions on the application form should be fully answered and additional appropriate information, which supports an application, should be provided.
3. In addition to the application form organisations may be asked to provide the following supporting information:
 - a. a copy of their written constitution or details of their aims and purpose,
 - b. full details of the project or activity,
 - c. demonstration that the grant will be of benefit to the local community within the Parish,
 - d. the proportion or number of beneficiaries living in the electoral area,
 - e. demonstration of a clear need for the funding,
 - f. a copy of the previous year's accounts or, for new initiatives, a detailed budget and business plan.
4. The Council will expect to receive in writing to the Clerk any expression of interest for a possible grant application exceeding £500 by 31st October of the financial year prior to the funds being required in order that budget provision can be considered.
Whilst ad-hoc requests can be made at any time, there can be no guarantee that funds will be available irrespective of the merit of the application.
5. All applicants will be contacted following the Council's decision.



Email: clerk@bcspc.org.uk

Telephone: 07843 975 097

Address: PO Box 234, Chinnor OX9 0ES

www.bledlow-cum-saundertonparishcouncil.org.uk

6. The Council has a limited budget each year and guidance can be given to applicants as to how much money is likely to be available in a specific financial year.

Conditions of Funding

1. Each application will be assessed on its own merits.
2. Organisations that the Parish Council support should either be non-profit or charitable however, applications may be considered from private organisations but stringent checks of the application will be made.
3. As the Parish Council has General Power of Competence applications may be considered from individuals.
4. Grants will not be made retrospectively.
5. Applications will not normally be considered from national organisations or local groups with access to funds from national 'umbrella' or 'parent' organisations, unless funds are not available from their national bodies, or the funds available are inadequate for a specified project.
6. An organisation should have a bank account in its own name with two authorised representatives required to sign each cheque
7. 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.
8. Normally only one application for a grant will be considered from each organisation in any one financial year. However, the Council may make the award of any grant or subsidy as it considers appropriate in the event of any unforeseen urgent event.
9. Ongoing commitments to award grants or subsidies in future years will not be made. A fresh application will be required each year for each grant.
10. 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.
11. 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. Any unspent portion of the grant must be returned to the Council by the end of the financial year in which it was awarded.
12. 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