

# Bradwell with Pattiswick Parish Council

## Grant Funding Policy

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<b>Author</b>	Parish Clerk & Responsible Finance Officer
<b>Reviewed by</b>	
<b>Approved</b>	
<b>Minute</b>	
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## 1. Introduction

The Parish Council will consider applications for grants from organisations that work for the benefit of the local community of Bradwell with Pattiswick Parish.

Only one application for a grant per group/organisation is allowed in any one financial year (1<sup>st</sup> April to 31<sup>st</sup> March) and applications should be sent to the Parish Clerk.

1. The Parish Council will consider applications from new and existing groups, but regrets it cannot make grants to individuals.
2. Applications will be considered for events, or capital funding/purchase projects within the parish and which will benefit residents of the Parish.
3. Funding contributions will only be considered from organisations outside of the Parish, which are deemed to be of wider benefit to the community. (i.e Essex Air Ambulance, Citizens Advice Local Branch.)

## 2. The application process

Applications must be submitted on the grant application form at the end of this policy or which is available on the Bradwell with Pattiswick Parish Council website: [Microsoft Word - Approved Grant Funding Policy.docx \(e-voice.org.uk\)](#)

Additional information in support of the application may be submitted.

The Parish Council may ask applicants to give a presentation to the Council in support of their application.

Existing groups will need to have a committee structure, show accounts and fund raising ideas.

New groups will need to have in place a committee structure, bank account, show projections for income and expenditure and fund raising ideas.

All applicants will need to show that their organisation will meet a need in the parish. The Parish Council will monitor how grants are spent.

Grants will not be awarded to or for any commercial venture or for private gain.

## 3. Conditions of Funding

1. All applications must clearly demonstrate how a grant or subsidy will be of benefit to the local community within the Parish.
2. For requests in excess of £200 applicants may be required to submit audited accounts or accounts that have been independently examined by a suitably qualified person for the previous two financial years. Any newly formed organisation may be required to submit current bank statements and a detailed budget and business plan.
3. An organisation is required to have a bank account with two representatives required to sign each cheque.
4. Ongoing commitments to award grants or subsidies in future years will not be made. A fresh application is required each year.

5. Each application will be discussed on its own merits. To ensure as fair a distribution as possible, the Parish Council will take into consideration the amount and frequency of previous awards contributions made.
6. The Parish Council does not award monies for retrospective works.
7. Any grant issued must be used for the specific project as stated and for which the grant was awarded, unless the written approval has been obtained in advance, from the Parish Council.
8. The Parish Council reserves the right to withdraw any funds awarded should an organisation/individual fail to comply with the award conditions.
9. The Parish Council reserves the right to request any such information that it deems appropriate in consideration to any award given, and may request receipts, photographs and site visits by councillors to view ongoing /completed work.
10. The Parish Council reserves the right to request feedback or receipts to demonstrate how monies are spent and to inspect the outcome of such expenditure.
11. The Parish Council reserves the right to request any award monies, which remain unused for the stated project/event in the following 12 months from the date of the award by cheque, to be returned to the Parish Council.
12. On making an application to the Parish Council for any award all applicants must agree to be bound by the Parish Council Grant Conditions and Guidelines.
13. Subject to sufficient information being made available, the Parish Council will discuss grant applications at their next available meeting and the applicant will be advised of their decision within 5 working days. The award will be issued immediately following the next full Parish Council Meeting.
14. The decision of the Parish Council is final.

#### **4. Criteria under which the application will be considered**

1. How well the grant meets the needs of the community and what benefits will be provided to the community.
2. How much and if the Parish Council has previously awarded grant funding.
3. If for a specific project, whether the sum requested is appropriate and realistic.
4. What other contributions are being sought elsewhere.

**All applications will be treated according to this Policy.**

# Bradwell with Pattiswick Parish Council

## GRANT APPLICATION FORM

Please read the policy and guidelines before completing this form. Please use black ink and block capitals, continue on a blank sheet if necessary, and ensure the name of your organisation is included on any additional sheets.

### Your organisation

Name of Organisation: .....

Address:.....

.....Post Code: .....

Description of your organisation's activities. Please list your aims and objectives.

How long has the organisation been in existence? .....

### Contact Details

Name of contact: .....

Position: .....

Name and address for correspondence (if different from above):

.....

.....Post Code: .....

Tel:.....(daytime) .....(mobile)

Email: .....



**Additional Information**

Are there any other comments you wish to make to support this application? Please give this information below, or attach a separate sheet:

If your request is in excess of £200 applicants are audited accounts or accounts that have been independently examined by a suitably qualified person for the last two financial years available if requested by the Parish Council?

If you are applying on behalf of a newly formed organisation you may be required to submit current bank statements and a detailed budget and business plan.

If you are applying for “start-up” funding this application must be accompanied by a detailed business plan that shows where other funding will be available and predictions for the next two years.

**If you are unable to supply this information, please contact the Parish Clerk for advice before submitting this application.**

**Signed:** .....

**Date:** .....

**Position:** .....

All completed applications and any queries, should be addressed to the Parish Clerk, Christine Marshall at Bradwell with Pattiswick Parish Council, Mill Cottage, Church Road, Bradwell, Braintree, CM77 8EP or by telephone on 07933 306927 or by email on [clerktohppc@outlook.com](mailto:clerktohppc@outlook.com)

**All applications will be considered by the Parish Council at its next available meeting, subject to all queries having been satisfied. Grant payments will be made during the month following decision and sent to the named contact above.**

FOR OFFICE USE ONLY			
Date received:			
Meeting date:		Grant awarded:	
Minute number		Amount:	