

BISHOPSTONE COMMUNITY GRANT SCHEME

Introduction

Bishopstone Parish Council (hereinafter called the Parish Council) is committed to supporting community life. The Parish Council operates this Community Grant Scheme to provide small grants for community organisations which contribute to the life of the parish. Further information on criteria and application processes for these grants is contained in this policy document.

A grant is any payment made by the Council to be used by an organisation for a 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 by:

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

The Parish Council can only award grants using relevant legal powers. Where there is no statutory power specific to the activity for which the grant is sought the Parish Council may use section 137 of the Local Government Act 1972. However, this power may only be used if its use will benefit some or all of its residents or some or all of the area and where the benefit obtained is commensurate with expenditure incurred. The Parish Council does not have the legal power to provide grants to individuals.

This document sets out the policy of Bishopstone Parish Council in relation to:

(a) Annual grants providing support to organisations that provide continuing services to the community in the village.

(b) Occasional grants to support voluntary groups or particular events or activities.

Annual Grants

The provision of annual grants to organisations (such as the Parochial Church Council and the Village Hall Management Committee) which provide continuing services to the community in Bishopstone will be considered annually as part of the budgeting process at the Parish Council meeting in November. Proposals to approve the payment of annual grants, and the amount, must be advertised on the agenda for the meeting. The Council may require information on the need for the funding as necessary.

Occasional Grants

Occasional grants must meet the Council's grant criteria. The Grant request must be submitted on the Bishopstone Parish Council Application for Small Grants Form. Copies of

the application form can be requested from the Clerk, or downloaded from the Bishopstone Village website. The Parish Council allocates a sum in the budget each year for small grants. Applications can be considered at any time during the year.

The Parish Council looks to support projects which help achieve the Council's objectives or priorities.

Grant Application Process

The Clerk to the Council will receive all applications in the first instance. The Clerk will then collate all the necessary information from the applicant ready for presentation and discussion at the appropriate Council meeting.

Applicants will be required to complete an application form. All questions on the application form should be fully answered and additional appropriate information, which supports an application, should be provided.

In addition to the application form organisations will be required to provide the following supporting information, where appropriate:

- a copy of their written constitution or details of their aims and purpose, full details of the project or activity,
- demonstration that the grant will be of benefit to the local community within the Parish,
- demonstration of a clear need for the funding,
- a copy of the previous year's accounts or, for new initiatives, a detailed budget and business plan.

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.

All applications will be considered on their merits, but in general will be awarded for capital projects, such as the purchase of equipment or improvements to premises. In addition the Council may support a community event, festival or other special event. The Council does not normally give grants towards the running cost, salaries or consumables, unless there are exceptional circumstances.

The amount of any award will be at the discretion of the Parish Council. The Council will make the decision on which grants to award. All applicants will be contacted following the Council's decision.

Conditions of Funding

- (i) The organisation must be either non-profit or charitable. Applications will not be considered from private organisations operated as a business to make a profit or surplus.
- (ii) Grants will not be made to individuals.
- (iii) Grants will not be made retrospectively.

- (iv) Applications will not normally be considered from national organisations or local groups with access to funds from national 'umbrella' or 'parent' organisations.
- (v) 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.
- (vi) Only one application for a grant will normally be considered from each organisation in any one financial year.
- (vii) 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. The Council does not have to give the reason/s for refusal.
- (viii) 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 by the end of the financial year in which it was awarded.

This policy was adopted by Bishopstone Parish Council at its meeting on