

**BEARSTED PARISH COUNCIL
GRANTS AND DONATIONS POLICY
Document Reference – BPC_POL04**

Version History & Change Control

Version	Release Date	Distribution	Notes	Adopted?	Date Adopted
0.1	15 th June 2016	Full Council	For review and adoption if approved	No	
1.0	8 th July 2016	Full Council	For adoption at Full Council 12 th July 2016		

Document Sign Off and Adoption

Signed off for Adoption by Councillor 1:

Signed off for Adoption by Councillor 2:

Name: _____

Name: _____

Position: _____

Position: _____

Signature: _____

Signature: _____

Date: _____

Date: _____

Adoption Witnessed by the Clerk to Bearsted Parish Council:

Name: _____

Signature: _____

Date: _____

Grants policy & procedure

A grant is any payment or gift made by the Council to an organisation for a specific purpose. The law requires that Section 137 grants must be “in the interests of or will directly benefit the area or its inhabitants, or of part of it, or of some of it” and “the direct benefit should be commensurate with expenditure.” These considerations will apply when considering applications for other grants.

The criteria around how Grants and donations will be managed is detailed below:

1. At the Finance Committee meeting yearly in January an amount will be set from which grants will be allocated during the following financial year.
2. Once the Grants budget is exhausted, the parish council will only consider emergency requests for assistance, and generally only from organisations with which it has close links.

Application Procedure

Organisations requesting financial assistance will be requested to submit the following:

- A completed application form.
- Copies of their last year end accounts.
- If possible, the number, or percentage, of members that belong to the organisation and live within Bearsted Parish.
- Details of any restrictions placed on who can use/access their services.
- Confirmation (on the application form) that it agrees with the PC's Equal Opportunities Policy or give details of their own policy.
- A written constitution and
- A separate bank account.

For grant requests for projects costing over £3,000 the Parish Council will require that the organisation has robust tendering regulations, e.g. obtaining a minimum of three tenders. The Parish Council reserves the right to request proof of the tender process.

Projects notified to the Parish Council in advance and included in the Parish Council's budget documents will only have the funds released on completion of the work unless otherwise agreed.

Whilst Bearsted Parish Council would not normally consider applications for Capital Projects, any such applications will require a more substantial case with supporting evidence of the community benefit.

Applications will not be considered from:

- Individuals.
- A political party.
- Private organisations operated as a business.
- “Upward funders” i.e. local groups where fund-raising is sent to a central HQ for redistribution.

Assessment Procedure

A grant request, once received in writing, will be considered at the next meeting of the Finance Committee. Each application will be assessed on its own merits. However, to ensure as fair a distribution as possible of available funds, the Council will take into account the amount and frequency of any previous awards. Due account may also be taken of the extent to which funding has been sought or secured from other sources or fund raising activities. (The Clerk can advise on alternative funding sources). Proposals for match funding will also be considered.

Successful Applications

Organisations receiving grants are required to advise their users/members that the grant or equipment had been received from Bearsted Parish Council. Where possible, the Council will affix an appropriate label.

Where equipment is gifted to an organisation, the parish council requires that it be insured and maintained.

BEARSTED PARISH COUNCIL

Application for grant/loan by charitable, voluntary or other organisations

Part 1

Name of organisation:			
Name of Secretary:		Name of Treasurer:	
Address:		Address:	
Tel:		Tel:	
Email:		Email:	
<i>This address will be used for all general correspondence</i>		<i>This address will be used for remittance of any grant approved</i>	

How is the organisation established? (please circle)			
a) Incorporated by Royal Charter?	Yes/No	Registered as a Friendly Society?	Yes/No
b) Incorporated under Companies Act?	Yes/No	By affiliation to any national body?	Yes/No
c) Registered as a Charity?	Yes/No	Deed of Trust?	Yes/No
Charity No:		Other? (Please specify below)	

What are the objectives of the organisation?						
Does the organisation carry out any trading activity with a view to profit (or propose to commence any such activity) other than general fund raising events?						Yes / No
If Yes, please supply details together with the latest Trading and Profit & Loss account on a separate sheet.						
Does the organisation have a membership?						Yes / No
If Yes, please state for each class/type of member (eg senior/junior), the annual subscription and number of members for the past three years.						
TYPE/CLASS	THIS YEAR		LAST YEAR		PREVIOUS YEAR	
	No.	Subs £	No.	Subs £	No.	Subs £
	No.	Subs £	No.	Subs £	No.	Subs £
	No.	Subs £	No.	Subs £	No.	Subs £

I/We enclose herewith the following documents. (Please tick those which have been submitted)

Copy of the Constitution ()	Copy of the latest Annual Report to members ()
Copy of latest audited accounts and balance sheet ()	Other material concerning the organisation in support of the application ()

PARTICULARS OF APPLICATION

Part 2

<p>In making an application for a grant, the Council would like a brief outline of the organisation's activities during the past year, with particular relevance to expansion projects or similar matters undertaken. Please give these details here, if they are not included in an attached Annual Report (continue on separate sheet if necessary).</p>	
<p>For what specific project are you now seeking the Council's assistance?</p>	
<p>Please specify:</p>	
Total estimated cost	£
Dates scheduled to commence and complete	
Amount already available	£
Amount expected to be available at commencement	£
<p>Please tell us below of other applications for grants for this project</p>	
Name Body:	Amount applied for:
	£
	£
	£
How much grant are you requesting from Bearsted Parish Council?	£
<p><i>(Please note that the maximum is £2000 and the grant must not equal more than 20% of the total cost)</i></p>	
<p>What do you see as the benefits that will be obtained by the parishioners of Bearsted on completion of the project?</p>	
<p>If the Parish Council is unable to grant funding for this project, or grant anything other than the full amount requested, will this work still go ahead? If necessary add notes below.</p>	<p>Yes / No</p>
<p>I submit this application on behalf of the stated organisation and believe all statements made or enclosed to be true.</p>	

Signed:		Date:	
Capacity signed in:			

Note: Any cheque will be made payable to the name of the organisation and sent to the Treasurer unless otherwise stated.

Please return the completed application and supporting documents to:

Clerk of the Council, Bearsted Parish Council, Madginford Hall, Egremont Road
 Bearsted, Maidstone, Kent ME15 8LH

Or email Clerk@bearstedparishcouncil.gov.uk

If you have any queries with this application, please contact the Clerk on 01622 630165 / 07436791709