



Grants & Donations Policy & Application Form

Please complete this form and attach any other relevant information and send to Bearsted Parish Council, Madginford Hall, Egremont Road, Bearsted, Maidstone Kent ME15 8LH.

Tel: 01622 630 165

Email: clerk@bearstedparishcouncil.gov.uk

Grants & Donations Policy & Procedure

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

A donation is a request for a contribution to the day to day running costs of a charity or charity event. The same consideration as above will apply when considering applications for donations.

The Finance Working Group set a budget of 4% of the precept (this will be at the Council's discretion in exceptional circumstances) for the financial year, from which grants will be allocated. 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.

Requests for retrospective payments will NOT be considered.

Application Procedure

Organisations requesting financial assistance will be requested to submit:

- A completed application form.
- Copies of their last year end accounts, additional financial information may be requested by the Council.
- Preference will be given to applications that specifically support Bearsted Parish.
- Details of any restrictions placed on who can use/access their services.
- Provide evidence of costs, by way of quotes. Three quotes (where possible) should be sought to ensure value for money and reasons given for choosing the specified supplier/product.

Organisations will be expected to have clear written aims and objectives, a written constitution and a separate bank account.

For grant requests for projects with a total cost of over £3,000 the Parish Council will require that the organisation has a robust tendering procedure, e.g. obtaining a minimum of three tenders/quotes. 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 Working Group before approval is sought from the Full Council. *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 or donations are required to advise their users/members that the grant or equipment has 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 at the recipient's expense.



Application Form

Title / Organisation:	
Contact details:	
Telephone No:	
Email:	
Are you applying for a grant or a donation:	
Amount applying for:	
Total Cost of project: (If applying for a Grant)	
Other sources of funds: (If not applying for the full amount, please provide details on how additional funds are being raised)	
Bank details for successful bids:	
Registered Charity? Please provide charity reference number.	



Briefly describe your organisation/group and what you do.

For example, Charity, sports club, business, what services you provide, who are your members/customers. If possible, include the number or percentage of members that belong to the organisation and live within Bearsted Parish.

Please provide an explanation on the amount of grant requested, why you are applying for a grant and the potential benefits for the residents of the parish.

Have you included a copy of the last year end accounts? YES/NO

Are there any restrictions placed on who can use/access the services? YES/NO Please supply details of any restrictions.

Signed:..... Date:.....