

BETCHWORTH PARISH COUNCIL GRANT AWARDING POLICY

INTRODUCTION

A Parish Council is empowered to incur expenditure in the execution of any works in order to exercise its statutory powers. There is also a power to incur expenditure for the benefit of the area of some or all of its residents (Local Government Act 1972 s137).

Betchworth Parish Council will consider grant applications from constituted voluntary groups or charitable organisations. To qualify, the applicant must be able to demonstrate that funding will benefit the Parish, or residents of the Parish through the objective of the grant request. Grants will normally only be considered by the Finance Committee, which holds its meeting once a year, however exceptions may be allowed following agreement at a Parish Council meeting. Grants will be allocated solely at the discretion of the Parish Council. The Parish Council's decision whether or not to approve a grant application is final.

The Grants budget will be set annually as part of the general budget setting process and this amount cannot be overspent in a budget year.

The amount of total grant monies available shall vary annually.

In determining the validity of an application, the Council will refer to the following guidelines:

Examples of purposes that applications will be considered for:

- To purchase equipment either in part or in full which enables the group to deliver the objective of the request
- For the funding of transport to enable members to partake in a group trip or outing.
- For community educational activities.
- For activities that raise the profile of the area.
- For running costs of a viable group that is experiencing a period of hardship.
- For hosting special events or celebrations.

Conditions:

- Grants will not be awarded to individuals.
- Additional applications within a 12-month period will not normally be considered
- The award must be used for the purpose for which the application was made.
- If the group is unable to use the award before the proposed end date then an explanation should be provided to the Parish Council.
- Awards must be accounted for and evidence of expenditure should be supplied as requested. If the council is not satisfied that the grant has been spent as defined; they reserve the right to request a refund.
- Any grant must only be used for the purpose for which it was awarded unless the written approval of the Parish Council has been obtained for a change in use of the grant monies.

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- The Council reserves the right to redeem any unspent portion of the grant and for it to be returned to the Parish Council within 6 months after the proposed end date of the project.
- An acknowledgment of the contribution should be made to the Parish Council and wherever possible, the Parish Council requests that reference is made to the grant in the organisation’s annual accounts.
- This policy may be amended at any time by the Council following a motion having been published on the agenda.
- Preference will be given to awards which will produce some prompt and tangible benefit for the people of Betchworth.

Eligibility:

- Any Constituted Charity, Voluntary Group or Community Organisation operating within the parish.
- Agencies that operate within the Parish and are of benefit to the local community, with the following provisos:
 - The Parish Council will NOT fund activities that it considers to be the responsibility of a Statutory Authority.
 - Applications from schools for an activity that takes place within the school day will not be considered.
- The Parish Council will not fund activities outside its powers and functions.

Submission of the Application:

- Applications must be submitted to the Clerk at the address provided (clerk@betchworth-pc.gov.uk) .
- The application should be supported by a copy of the latest set of annual accounts.
- The period for accepting grant applications shall commence at the beginning of December and run to the end of February each year.
- Applicants must complete the form attached.
- Applications shall be submitted to the Clerk (clerk@betchworth-pc.gov.uk) for review at the March Parish Council meeting.
- A subsequent period of grant funding may open later in the year at the Council’s discretion.

Adopted	Reviewed	Next Review
December 2021	November 2021	November 2022
May 2023	-May 2023	-May 2025

GRANT APPLICATION TEMPLATE

DATE OF APPLICATION:	CONTACT NAME:	
	CONTACT NUMBER & EMAIL:	
NAME OF GROUP OR ORGANISATION:		
DESCRIPTION OF ORGANISATION:		
AMOUNT REQUESTED:		
OBJECTIVE FOR GRANT:		
BREAKDOWN OF GRANT BUDGET EXPENDITURE:		
HOW WILL THE RECEIPT OF GRANT FUNDS BENEFIT THE BETCHWORTH PARISH COMMUNITY?:		
TIMESCALE FOR EXPENDITURE: (to commence within 12 months of receipt of funds)		
ANNUAL ACCOUNTS ATTACHED:	Y	N (Explanation required)
HAS ALTERNATIVE ADDITIONAL FUNDING BEEN SOUGHT AND/OR RECEIVED FOR THIS PROJECT IN ADDITION TO THIS APPLICATION WITHIN THE LAST 12 MONTHS? (IF YES, DETAILS REQUIRED)		
GRANT TO BE PAYABLE TO (PERSONAL ACCOUNTS NOT ALLOWED):	Name on Account: Sort Code: Account Number:	

