

Community Grants Policy

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Version Control

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V1	18/07/2023	062/23	27/09/2023	Q2 2026

1. Introduction

Boyatt Wood Parish Council (BWPC) is funded by its residents and each year it sets aside a proportion of its annual budget for Community Grants. BWPC is committed to encouraging charitable, voluntary and other not for profit organisations within Boyatt Wood to operate for the benefit of the Parish. The Parish Council uses its powers to award grants which will bring a direct benefit to the area, all, or some of its inhabitants.

A Community grant is any payment made by BWPC to an organisation for a specific purpose and which is not directly controlled or administered by the Council.

BWPC will award a Community Grant at its sole discretion to organisations that can clearly demonstrate a need for financial support to benefit the Parish by:

- Providing a service
- Enhancing the quality of life
- Improving the environment
- Promoting Boyatt Wood in a positive way.

2. Aims

The aim is to promote an active community and this Policy aims to provide guidance, structure and consistency to the Council's decision-making process. This ensures decisions made are informed, open, transparent and rational. The rationale and justification of each application regardless of whether approved or refused will be recorded in the minutes of the meeting.

3. Definitions

Application	BWPC Community Grant application Form – Appendix A
Community	Residents within the parish of Boyatt Wood
Organisation	Any group, charity or organisation, voluntary or otherwise. The organisation is not to be closed or restricted membership
Grant	An award of funds
Financial Year	1 April-31 March

4. Eligibility

The organisation must be eligible to apply for a Community Grant and able to complete the Grant application form. Preference will be given to specific projects or activities. As a rule, grants in excess of £250.00 will not be awarded. Only in exceptional circumstances will applications in excess of £250.00 be considered.

Grant applicants are encouraged to look at alternative sources of funding in addition to this Community Grant award scheme.

Repeat Grant applications year on year will be considered but not necessarily granted. Grants will not be awarded to the same organisation which have received funding for the

past three consecutive years. Priority will be given to new applicants that have not applied for a grant over the previous two consecutive years.

4.1 Criteria

The applicant is responsible for ensuring the organisation meets the below criteria:

- a) A properly constituted group or organisation
- b) A not-for-profit organisation with a dedicated bank account and operating or providing a service to the Boyatt Wood community.
- c) Applicants must evidence that the aims and objectives of the organisation is for the benefit of Boyatt Wood community.
- d) The organisation is responsible for ensuring they are compliant with all applicable legal and statutory requirements, including Health and Safety and Equalities.
- e) The application is for the organisation only and no monies will be passed on to a third party.
- f) The application is not retrospective and must be received prior to the commencement of any works or delivery of any service.
- g) The funds can only be used for the purpose stated in the application.
- h) The organisation must have a bank account in its own name.
- i) The application is for the award to be made in the current financial year.
- j) Newly formed organisations should submit a financial statement containing their proposed budget.
- k) Only one successful application per organisation per financial year will be considered.
- l) A representative of the organisation will submit a report by 1st of March or when the project/service is completed whichever is sooner, detailing how the grant was administered. They will be invited to the Parish Assembly held in March each year to explain how the funds were used and the benefits to the Community.

4.2 Ineligible

Below are examples of activities that are not eligible for consideration of Community Grant awards:

- Activities that are part of statutory obligations
- Loan repayments
- Retrospective applications where an event or activity has already taken place.
- Religious/Political or quasi-political activities
- Organisations with a business or profit-making remit
- The organisation function falls under another authority Eg. Health Authority or Social Services
- Research costs
- Ongoing revenue expenditure, such as rent, utility bills, salaries, insurance costs; other than to enable the start-up of a new initiative or in other exceptional circumstances.
- Individuals

5. Making an application

- a) Application forms can be downloaded from the council's website www.boyattwood-pc.gov.uk or a hard copy can be sent to the applicant. See [Appendix A](#)
- b) Applications must be received at least fourteen days prior to the Parish Council meeting in which it will be considered.
- c) Application forms must be fully completed, otherwise they will be returned to the sender.
- d) Applications will be considered bimonthly by the Parish Council at the January, March, May, July, September and November meetings.
- e) Copies of estimates/quotes should be attached to the application form where applicable.
- f) Additional information to support the application is encouraged, such as details of non-grant funding such as fund-raising events, membership fee, project plans, pictures, end of year financial reports.
- g) Urgent applications will be considered at the next available Parish Council meeting. An application form must be completed and a covering letter explaining the reason for the urgency. If the Parish Clerk is not satisfied of the requirement for urgency, the application shall be heard at the next Community Grant review meeting.
- h) BWPC reserves the right to verify the information supplied in the application form from other information sources.
- i) If you consider your application to be confidential in nature, please inform the clerk@boyattwood-pc.gov.uk who will apply the appropriate measures.

6. Decision Process

The council will take all the information presented into consideration. Each application will be assessed on its own merits. This will include but not limited to,

- How well it meets the needs of the community.
- The sector of the community it will benefit.
- Percentage of funding requested.
- Percentage of community that will benefit.
- Funds held by organisation.
- How well the organisation is managed, financial sustainability.
- Achieves value for money.

The applicant will be advised of the decision within fourteen days of the meeting. For all Grants applications awarded the Council will record the rationale for making the award thereby justifying the expenditure in the minutes of the meeting.

6.1 Grant application approved.

- a) Payment will be made within one calendar month of the decision by electronic bank transfer.
- b) Grant awards may be subject to additional conditions imposed by BWPC, the conditions must be abided by.
- c) All successful applicants must acknowledge the support of BWPC in any relevant promotional material and their Annual Report.
- d) Details of the payment will be recorded in BWPC Grants register which will be publicly available together with the legal power used to award the grant.
- e) BWPC reserves the right to reclaim funds not spent in accordance with the approved application, left unspent after one year of receipt or in full/partial breach of this policy and conditions.
- f) BWPC will review the use of the grant awarded with the organisation as part of its internal governance programme.
- g) All recipients of grant awards will be invited to the Parish Assembly held in March each year to share the benefits of receiving a Community Grant from BWPC with the public.

6.2 Grant application refused.

Boyatt wood Parish Council reserves the right to refuse any Community grant application.

Community Grant Application Form

Please read the Community Grant Policy to assist with completing the form.

The Parish Council considers applications at the January, March, May, July, September and November meetings. Representatives of the organisation are welcome to attend. Applications must be received at least 14 days prior to the meeting.

It is appreciated that in some circumstances the questions are not appropriate to the grant request. If the question is not applicable to your organisation, please mark the response N/A. If you have any questions please contact the Clerk

Section 1 - Organisation Details

Name		
What is the legal status of Organisation	<input type="checkbox"/> Registered Charity <input type="checkbox"/> Unregistered voluntary/community Group <input type="checkbox"/> Other, please state	
Charity Number		
Address		Postcode:
Contact number	Home:	Mobile:
Email Address of applicant		
Position within organisation		
Aims and objectives of organisation		
Organisations main activities		
Does the organisation work solely for the benefit of Boyatt Wood residents?		
Yes <input type="checkbox"/> No <input type="checkbox"/>		
How many residents' benefit		
What % residents use your organisation		
What benefit does your organisation bring to BW		
Section of Community that will benefit (Eg. boys, girls, adults, over 60 etc)		
Number of paid employees	Full Time	Part-time
Number of Volunteers/Members		How many reside in BW

Section 2 - Grant Details

Please provide responses below question.

Why is the Grant required?

What other grant aiding bodies have/will you be applying to?

Please provide full breakdown of project costs

Total cost of project	£	Including VAT	£
Organisations own funding		£	
Other grant funding		£	
Other funding		£	
Grant requesting from BWPC		£	
Are you able to claim VAT refunds		Yes <input type="checkbox"/>	No <input type="checkbox"/>

Section 3 - Financials

Please provide a copy of the latest end of year accounts, detailing income and expenditure and recent bank statement.

Have you received a grant in the previous 2 years?	Yes <input type="checkbox"/>	No <input type="checkbox"/>
Bank balance for all accounts	£	
Details of reserves held and purpose		

Please provide bank account details if grant awarded.

Name of Bank
Account name
Sort code
Account number

Section 4 - Declaration

I hereby confirm that I am duly authorised by the Organisation to submit and sign this application on its behalf and that the Organisation will abide by the terms of the Community Grants Policy. I understand that the information provided will be retained by Boyatt Wood Parish Council for as long as it is required. I certify that the information provided is true and correct.

Name:
Signed:
Date:
Position within organisation:
Contact Telephone number:

Forward completed application, annual accounts and supporting documentation to clerk@boyattwood-pc.gov.uk