

# BRADFIELD PARISH COUNCIL

## Grants & Funding Policy

Bradfield Parish Council has powers to award grants to local voluntary or 'not for profit' organisations in Bradfield.

### Grant Funding Policy

**Applications will be welcomed from such organisations, clubs, societies or groups that can demonstrate that their application:**

- Meets an identified need
- Is a benefit to the local community
- Is a viable project
- Is of benefit to residents of Bradfield

**The grant scheme is unable to support:**

- Routine running costs
- Salary or routine administration costs
- Individuals
- Projects with party political links
- Projects which discriminate on the grounds of race or religion
- Applications to cover costs that have already been incurred

**Applicants should be aware of the following application criteria:**

- Organisations applying to Bradfield Parish Council should be situated in the parish of Bradfield or provide some significant benefit for residents of Bradfield
- The organisation should have a bank account in its own name.
- Organisations will usually be expected to provide some funding from their own resources towards their project (or if this is not possible explain why) and explore alternative funding opportunities wherever possible before applying to the Council.
- Grants must be spent within one year of being awarded and restricted to the purpose for which they were given.
- The Council would expect reimbursement of a grant if the organisation to which it has been awarded is dissolved or if the grant is used for a different purpose to that described on the original application form.
- Organisations are generally restricted to one application for grant funding during the financial year 1st April to 31st March. However, further applications may be considered where a need is identified and parish funds are available.
- The awarding of a grant in one year does not set a precedent for another year.

## **The application process**

Applications for grant funding will be considered by the Full Council who meet on a monthly basis on the first Tuesday of each month.

Applications must be submitted on the prescribed form which can be found on our website or a paper copy can be provided on request by contacting The Clerk to the Council.

A fully completed application form and full supporting information as detailed on the application form must be provided before an application can be presented to the Council for consideration at a Council meeting.

The Parish Council reserves the right to request further information considered necessary to assess your application.

Organisations will be notified of the outcome of their application as soon as possible after the meeting by letter, which will include any conditions attached to the grant award.

### **Following a successful application**

- Organisations will be required to acknowledge receipt of the grant.
- As a condition of receiving a grant, organisations will be required to acknowledge Bradfield Parish Council's support in their publicity material.
- All organisations are required to complete a Monitoring Form to demonstrate how the grant was spent. This form will need to be submitted to the Council within 12 months of the award date.