

Brewood & Coven Parish Council with Bishop's Wood and Coven Heath

Grant Awarding Policy

Policy Statement:

The Parish Council can only award grants using certain legal powers; specific powers allow the Council to provide funding for specific activities or projects which Members feel will be of benefit to residents of Bishop's Wood, Brewood, Coven and/or Coven Heath e.g. grants to a village halls, for a music festival or towards community celebrations or special event such as the Christmas Lights. The Parish Council has the General Power of Competence and can therefore award a grant where it feels that to do so will benefit **some or all of its residents or some or all of the area**. The critical words are **some or all** – in both cases. This means that grants to individuals are not feasible and grants where the activity would not obviously benefit the Parish are equally problematic, however worthy Members of the Council may feel the project to be.

Grant applications are considered at Parish Council budget meetings, usually held in December and therefore applications and any supporting documentation must be received at least 14 days prior to the meeting to allow the Clerk to check that the Council's grants criteria has been met.

Grant Awarding Criteria:

1. It is a condition of any grant application that the group or project must bring direct benefit to the residents of the Parish. All applications must clearly demonstrate how this will be achieved.
2. Application forms must be submitted along with the latest set of the group's independently audited accounts, bank statement(s); both current and savings accounts, and its constitution. It is important that all questions on the application form are answered and that any additional information in support of the application is provided.
3. Retrospective grant applications will only be considered under special circumstances.
4. The group must be a charity, voluntary or community organisation. Applications will not be considered from individuals, businesses, religious or political groups.
5. Any grant must only be used for the purpose for which it is awarded and must be spent within the year that it is awarded.
6. Brewood & Coven Parish Council reserves the right to request any further information that it deems necessary to assist the decision making process.
7. Ongoing commitments to award grants in future years cannot be made. A fresh application will be required each year.
8. The size of any grant awarded is at the sole discretion of the Parish Council.
9. Brewood & Coven Parish Council reserves the right to refuse any grant application which is considered to be inappropriate or against the objectives of the Parish Council.
10. The scheme provides grants for both new and existing organisations.
11. All awards must be properly accounted for and evidence of expenditure should be supplied as requested. If the Parish Council is not satisfied with the arrangements, they reserve the right to request a refund of monies awarded.

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Please tick to confirm you have enclosed a copy of your organisation's:

- most recent independently audited accounts
- most recent bank statement(s)
- Constitution

DECLARATION

This declaration must be signed by an authorised person within the organisation or group, e.g. Committee Member, Office Holder or Trustee.

1. I am authorised to make the application on behalf of the above organisation.
2. I have read and noted the Council's criteria relating to this application and agree to abide by the conditions listed if a grant is awarded by the Council.
3. I certify that the information contained in this application is correct.
4. If the information in the application changes in any way, I will inform the Council.
5. I give permission for the Council to record the details of my organisation electronically and to contact my organisation by phone, mail or email regarding this application.
6. If the application is successful, I give permission for the Council to publicise the project/activity in the local media and on its website.
7. I agree to provide written confirmation of receipt of the grant.
8. I agree to provide written confirmation of how the grant was spent.
9. I agree to repay any grant not used for the purpose specified on the application form.

Signed:

Date:

Completed Application forms to be returned to:

**Mrs M Birtles
Clerk to the Council
35 Stafford Street
Brewood
ST19 9DX**

For official use only:

Grant approved

Grant not approved Reason given: