

# BRERETON & RAVENHILL PARISH COUNCIL

Parish Hall, Ravenhill Park, Main Road, Brereton, Rugeley, WS15 1DU

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## COMMUNITY GRANT AWARDING POLICY

Review Month	Month Reviewed	Date Revised	Changes Made	Date Adopted

### 1. Policy Aim

1.1. **Brereton and Ravenhill Parish Council (BRPC)** recognises and values the important role local groups, organisations, and charities (Community Groups) play in creating and improving quality of life for parish residents.

1.2. As Parish Councils are a tier of Statutory Local Government, they can only do what the law provides. Working outside this framework is called 'ultra vires'.

1.3. **BRPC** awards grants to local organisations and community groups to assist them to achieve their aims and objectives; and benefit the community of Brereton and Ravenhill.

1.4. To support and promote community wellbeing, the Community Grant is created each year as part of the annual precept and is allocated under section 137 of the Local Government Act 1972.

1.5. Grants can be applied for by any constituted organisation or community group that can demonstrate they will provide a positive benefit, support and positively impact the residents and community of Brereton and Ravenhill. The positive impact can be both social and economic benefit.

1.6. The Community Grant has a limited spend and this sum is set as part of the annual precept, the Parish Council's decision is final and any grant application can be refused.

1.7. The Policy sets out the fair and transparent process the Council will follow when making its decisions to award grants to Community Groups which contribute to the welfare of the community.

## **2. Key Principles**

2.1. The Council's Policy is based on the following key principles:

2.2. Applications must be made on the Community Grant Awarding Application Form and supported by the requested evidence.

2.3. All organisations must be a formally and properly formed group, club, committee or charity.

2.4. Grants are payments made by the Council to Community Groups or individuals for a specific purpose and where it can be clearly demonstrated how funding will benefit and promote the wellbeing of parish residents and/or the parish area.

2.5. The benefit to the parish area and/or its residents must be commensurate with the expenditure.

2.6. Applicants should operate under the Equality Act 2010 whereby all individuals have reasonable, potential access to the activities, facilities or services offered by them.

2.7. Projects should demonstrate sustainability and/or long-term value for money.

2.8. An overall limit for the annual provision of grant funding will be determined by the Council, in accordance with any relevant legislation and regulations in force from time to time, as part of the budget setting process (January).

2.9. Retrospective applications will not be funded i.e., where the expenditure has already been carried out.

2.10. Applications should be made for 'one-off grants' that will not result in any recurring expenditure for the Council.

2.11. Grant awards are subject to the availability of sufficient funds.

2.12. All applications will be considered on their individual merits.

2.13. The Parish Council may ask for additional information and/or raise questions to the applicant prior to being considered and/or awarded.

2.14. Only one (1) application per organisation will be considered / granted per financial year.

2.15. The final decision on the grant application form and level of any award lies with **BRPC**.

### **3. Supporting Documentation**

3.1. A copy of the signed constitution and/or set of rules must be supplied as part of the application.

3.2. A copy of the organisations latest audited accounts or copy of the latest bank statement must be supplied as part of the application.

3.3. A copy of Public Liability Insurance must be supplied as part of the application.

3.4. Breakdown of how the grant funding will be spent, this must include how the grant funding will be allocated for both capital and revenue costs must be supplied as part of the application.

### **4. What will not be funded**

4.1. Grant funding will not be awarded to individuals.

4.2. Grant funding will not be awarded where those benefiting do not live within Brereton and Ravenhill Parish ward.

4.3. The Parish Council is prevented by statute from giving financial assistance to individuals, charities operating overseas or to a fund established to help persons outside the UK.

4.4. Grant funding will not be awarded where the Parish Council considers the organisation to be working within a business or profit-making remit.

4.5. Grants will not be awarded retrospectively: for Projects and/or purchases that have already been completed or purchased.

4.6. Applications will not be considered from:

- Organisations supporting or opposing any political party.
- Organisations intending to support or oppose any particular political party or to discriminate on the grounds of sex, race, ethnic origin, nationality, disability, sexual orientation, religion or belief, age or colour (in line with the Equality Act 2010).

4.7. Organisations with significant financial reserves

4.8. Organisations who will pass the grant onto another organisation or charity as a grant from themselves

### **5. How a Community Grant Application is considered**

5.1. All grant applications will be considered on their individual merits.

5.2. The Community Engagement Working Group will consider applications and make recommendation to the Full Council during a minuted meeting on the following basis:

- 5.2.1. How well the grant application meets the needs of the community.
- 5.2.2. How well the grant application positively benefits the resident's and/or community of Brereton and Ravenhill Parish.
- 5.2.3. How effectively the grant applicant will use the grant funding.
- 5.2.4. If the costs are appropriate and realistic
- 5.2.5. Preference is usually given to projects which can be completed within one year of the funding being awarded.
- 5.2.6. Due account will be taken of the extent to which funding has been sought or secured from other sources or own fund-raising activities.

## **6. Community Grant Application procedure**

6.1. Grant requests must be made on the Community Grant Awarding Application Form, which is available on the Council's website and in Word format.

6.2. Application Forms and documentation must be sent to the Parish Clerk by email or post.

6.3. Applications will be considered biannually at a minuted meeting of the Council's Community Engagement Working Group and will make recommendations to the Full Council. Grants will be awarded by a resolution of the Full Council.

6.4. To ensure as fair a distribution as possible, the Committee will take into account the amount and frequency of previous awards.

6.5. The Council should receive completed Application Forms by the following deadlines:

- Grants awarded at the **April** meeting will be paid no later than **31<sup>st</sup> May**.
- Grants awarded at the **October** meeting will be paid no later than **30<sup>th</sup> November**

6.6 The Council reserves the right to refuse any grant application; or offer an alternate amount to that originally requested.

6.7 Grant awards will be made in a single payment; or released in stages, upon authorised request, as work proceeds depending on the nature and size of the project.

6.8. Ongoing commitments to award grants in future years will not be made. A fresh application will be required each time.

## **7. Successful Community Grant Applications**

7.1. Successful applicants will be notified in writing/email shortly after the meeting determining the application.

7.2. Successful applicants will be asked to provide written details of the bank account into which the award will be deposited.

7.3. The successful grant applicants will invite the Chairman of **BRPC** to any event and/or formal opening where the Community Grant has been used.

- 7.4. The successful grant applicant will recognise the use of the grant from **BRPC** in any publicity and acknowledge on any letterheads and promotional documents.
- 7.5. Any social media and/or press releases will include **BRPC** and be agreed prior to release with the Chair of the Council.
- 7.6. The successful grant applicants will supply an update on the success of their project.
- 7.7. **BRPC** will request a copy of the receipts for expenditure as confirmation that the funding has been spent for the purpose for which it was granted within three months of the grant being awarded and sent, to the Clerk of the Council.
- 7.8. If the grant is not used, either in part or in full; or the grant is not used for the purpose specified in the application, the Council reserves the right to reclaim the amount of the grant paid, in full.
- 7.9. Successful applicants will be expected to attend the Parish Council's Annual Assembly to present to the community how they have spent the grant award and to submit an article for publication on the Council's website or quarterly E-Newsletter.

## **8. Repayment of Community Grants**

- 8.1. The applicant will pay back to **BRPC** any grant funding not spent for the agreed project and/or purposes for which it was applied for.
- 8.2. In the event the organisation closes or ceases to operate, for whatever reason, during the same financial year that the grant funding was awarded, the applicant will attempt to pay back to **BRPC** the full grant funding awarded.
- 8.3. The applicant will pay back to **BRPC** any grant funding that has not been used for the purposes for which it was applied for.

## **9. Storage of Community Grant Application Forms and additional information supplied**

- 9.1. **BRPC** will electronically and securely store any documentation for the sole purpose of the Community Grant Awarding Application review and process.
- 9.2. **Any successful award** will be displayed on **BRPC's** public agendas, the council's website and on their noticeboards. No personal data will be used and/or redacted.

## **10. Contact**

10.1 Should you have any questions or require additional support to complete the Community Grant Awarding Application, please contact the Parish Clerk:

- E-mail: [breandravpc@gmail.com](mailto:breandravpc@gmail.com)

10.2. Although the Council will give as much help as possible, the administration of and accounting for any grant shall be the responsibility of the recipient.

## **11. Review of the Policy**

11.1 The policy is reviewed annually and updated, subject to changes in legislation or requirements of the **BRPC**.

**With thanks to Plaistow and Ifold, Albrighton and Tiptree Parish Council's**