Grant Awarding Policy
Barford & Wramplingham Parish Council

Introduction

Barford & Wramplingham Parish Council ("The Council") will consider applications for grants from organisations, voluntary groups or charitable organisations operating within Barford & Wramplingham Parish and for the benefit of Barford & Wramplingham parishioners. Consideration of an application does not imply that a grant will be forthcoming from the Council and will be considered on its individual merits in accordance with this policy.

Usual Process

Mindful of its budgetary responsibilities, The Council's approach to awards of grants is subject to the following process which, unless there are exceptional circumstances which justify departing from this policy, should be followed in all cases.

Budget-setting (usually January)	At the time of setting the annual budget, the Parish Council will provisionally agree a sum of money which should be available for allocation as Grants during the following financial year – the "allocated funds".
January to March	Local groups to send grant applications to the Parish Clerk between January and March
April Meeting	The Parish Council meeting will consider Grant applications made in the period January 1st to April 1st using the "Qualifying Applications" section for guidance. Unless the Council makes an exceptional resolution to make a grant award for a sum which is in excess of the allocated funds, once the allocated funds are exhausted in any financial year, there will be no further grants made during that financial year and all applications will refused.
End of April	The Clerk will write to all applicants to inform them of the outcome of their application.
Further applications for grants during any financial year	The Council will continue to entertain applications for grants on a case-by-case basis in any financial year only where (i) there remain allocated funds which have not been the subject of a grant award at the April meeting (or if adjourned any subsequent meeting); or (ii) exceptionally, if the Council considers there are compelling reasons for making the grant in that particular year, and the relevant eligibility criteria in this policy are otherwise met.
Subsequent APM	Grant recipients should report (verbally or in writing) how the grant was used to the Annual Parish Meeting. If they do not then future grant applications may not be accepted from those recipients.

Any grant application made in the January 1st to April 1st period should sent to the Parish Clerk for including in the formal agenda for the April Council Meeting.

The April Council meeting (or any adjourned or subsequent meeting) will consider Grant applications during a formal Council meeting using the "Qualifying Applications" section for guidance.

If an application is approved:

- the Council will issue a cheque for the sum agreed which may not be the whole amount requested. If this is in payment for an invoice then unless agreed in writing, the original invoice must be received by the Clerk before any funds are released.

- Clerk will record the transaction in the Council finances

- the Clerk will write to the applicant enclosing the cheque and the "conditions" section below

- the Clerk will minute the action for the record.

If an application is refused:

- the Clerk will note the comments from the meeting and advise the applicant accordingly

- the Clerk will minute the action for the record.

Eligibility

Any Charity, Voluntary Group or Community Organisation is entitled to apply for a Parish Council Grant. Such group or organisation must establish its status and should (save in exceptional circumstances) have its own bank account e.g. "The WI". The Charity, Group, or organisation must operate within the Parish and demonstrate a benefit to the local community, with the following provisos:

- The Grant should be for a specified event, activity, or project which is appropriately described on the application.
- The Grant should not be for an activity / organisation or project which is the responsibility of a Statutory Authority.
- Applications from schools for an event, activity or project that takes place within the school day will not ordinarily be considered.
- Applications for general fund raising will not normally be considered.
- Applications should be in accordance with the aims and objectives of the Barford & Wramplingham Parish Council Biodiversity Policy

Qualifying Applications

To qualify for an award the applicant must be able to:

- Show the benefiting group is based within the parish; that it is constituted for the benefit of parishioners; that it is (largely) run by parishioners

- Demonstrate that such funding will benefit the Parish or its parishioners
- Provide supporting information:

    - Current bank statements, income / expenditure sheets and if possible a balance sheet.
    - a description of what the funds will be spent on and when
    - evidence of an attempt to identify best value for the grant (e.g. 3 quotations).

- Relate the application to one or more of the following:

    - purchasing equipment either in part or in full.
    - funding transport to enable group members to partake in a group trip or outing.
    - For training activities, or to purchase the expertise of a trainer / facilitator.
    - Raising the profile of the group's work.
    - Covering running costs of a viable group experiencing a period of hardship.
    - Hosting special events or celebrations.
    - Providing recreational facilities.

Award Conditions

1. Grant recipients should report (verbally or in writing) how the grant was used to the Annual Parish Meeting. If they do not then future grant applications may not be accepted.
2. Grants are not awarded to individuals.
3. Applications should ordinarily be received between January and March for the following financial year. Applications received outside this period will only considered subject to the conditions set out above viz. (i) there remain allocated funds which have not been the subject of a grant award at the April meeting (or if adjourned any subsequent meeting); or (ii) exceptionally, if the Council considers there are compelling reasons for making the grant in that particular year, and the relevant eligibility criteria in this policy are otherwise met.
4. The award must be used for the purpose for which the application was made.
5. Recipients must Return the award to the Council if it cannot be used for the stated purpose.
6. All awards must be properly accounted for and evidence of expenditure should be supplied. If the Council is not satisfied with the arrangements, they may request a refund of monies awarded.