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# BERRYNARBOR PARISH COUNCIL

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## Grant Awarding Policy

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# 1. Introduction

Berrynarbor Parish Council recognises the importance of supporting local groups, organisations and charities that benefit the parish/local community, and that awarding grants is a valuable method of support. The purpose of this document is to ensure that Probus parish council has an open, consistent, and easily understood approach to awarding grants.

Berrynarbor Parish Council budgets a sum of money every financial year for grants to local voluntary or charitable organisations where the activities will contribute to, and be of benefit to, the life or community and benefit the people of Berrynarbor Parish.

These grants are limited and are made available to organisations that can demonstrate a need for assistance.

A total figure for available grant aid will be agreed by the Council as part of the budget for each financial year. The grant may be in the form of either a financial grant, or in certain approved cases, the provision of work carried out by the Council's own staff and/or use of Council premises.

To ensure that fair and proper consideration may be given to all requests, the Council requires applicants to follow the following Application Process:

## 2. Application Process

All organisations applying for grant funding must put the request in writing to the Parish Council, using the application form (Appendix I). All requests must be accompanied by,

- the latest set of financial accounts and
- a copy of the constitution or rules of the organisation (unless provided and any additional information the organisation considers will support its application.

The Parish Council will accept applications for grant funding throughout the year and requests received will be considered at the next Full Council Meeting.

## 3. Conditions

### 3.1. Organisations and Locality

- Applications will only be accepted from charitable, voluntary and non-profit making organisations.
- Organisations should be local to Berrynarbor Parish or, if outside the boundary, its work should be of benefit to the Parish and its residents.

- At present, the Council is unable to give financial assistance to individuals or charities operating overseas.

### 3.2. Type of Financial Assistance

The Council would normally provide grant aid towards specific projects or purchases of equipment; however, it will also consider revenue costs if it can be demonstrated that a lack of funds has an adverse effect on the Parish and/or its residents.

The Council will also consider assistance in kind, by the provision of work carried out by the Council’s own staff and/or use of Council premises.

### 3.3. General

- Grants should be spent for the purpose and on the project/activity for which they were given and the Council would ask for due recognition and advertisement for any grant aid awarded.
- If an Organisation is dissolved the Council would expect the Organisation to reimburse the grant awarded.
- Organisations are not restricted to the number of grant applications they may submit to the Council during any year. However, the history of previous applications may be considered in the decision-making process.
- The awarding of a grant in one year or period does not set a precedent for any subsequent applications.
- If contractors are used for any work, the Council may require Organisations to provide written estimates.

This policy will be reviewed every five years.

Date of Review	Change Description	Minute No.
April		

APPENDIX I



BERRY NARBOR PARISH COUNCIL

Grant Application form

Name of Organisation: <i>(As it appears on the bank account)</i>	
Name of Applicant:	
Address of Organisation:	
Telephone Number:	
Email Address:	
Is Organisation a Registered Charity?	Yes / No If Yes, Charity Number:
What is the Grant for?	
Who will benefit from the project?	
How does the community benefit from the project?	

Amount of Grant requested?	£
What will be the total cost?	
When will the money be spent?	
Please ensure that you have read the Grant Awarding Policy and your request meets expectations.	
Have you attached:  the latest set of financial accounts	YES/NO
a copy of the constitution or rules of the organisation.	YES/NO
If NO please provide an explanation.	
Bank details of the Organisation:	Sort code: Account number:

If you need any assistance in completing your application, please contact The Parish Clerk. [clerk@berrynarborparishcouncil.org.uk](mailto:clerk@berrynarborparishcouncil.org.uk)

Signature of applicant: ..... Date: .....