



Grant Awarding Policy

Introduction to Policy

A grant is any payment made by the Council to be used by an organisation for a specific purpose that will benefit the Parish, or residents of the Parish, and which is not directly controlled or administered by the Council.

The Council awards grants, at its discretion, to Parish organisations which can demonstrate a clear need for financial support to benefit the Parish by:

- Providing a service to Bottisham residents,
- Enhancing the quality of life of Bottisham residents,
- Improving the environment of the Parish, or
- Promoting the Parish of Bottisham in a positive way.

Grant Application Process

1. In order to be eligible to apply for a grant, an organisation:
 - a. must be not-for-profit or charitable. Applications from private organisations operated as a business to make a profit will not be granted.
 - b. must have a non-personal bank account into which the grant money can be paid. It is desirable for the money to be paid into a bank account in the name of the organisation, although this is not essential. The Bottisham Social Club may be able to assist with holding money, by agreement on a case-by-case basis.
 - c. Will ordinarily have a written constitution, or articles of association, or similar. Any organisation which does not have a written constitution or similar should give details in its application of the aims and objectives of the organisation, and how and by whom it is administered.
2. The Clerk to the council will receive all applications in the first instance. The designated Responsible Financial Officer, who is currently also the Clerk, will then collate all the necessary information from the applicant ready for presentation and discussion at the appropriate Council meeting.
3. Applicants will be required to complete an application form. All questions on the application form should be fully answered and additional appropriate information, which supports an application, should be provided.

4. In addition to the application form organisations will be required to provide the following supporting information:
 - a. a copy of their written constitution or details of their aims and purpose,
 - b. full details of the project or activity for which the grant is sought,
 - c. demonstration of how the grant will meet the objective of
 - Providing a service to Bottisham residents,
 - Enhancing the quality of life of Bottisham residents,
 - Improving the environment of the Parish, or
 - Promoting the Parish of Bottisham in a positive way.
 - d. the proportion or number of beneficiaries living in the electoral area,
 - e. demonstration of a clear need for the funding,
 - f. a copy of the previous year's accounts or, for new initiatives, a detailed budget and business plan. If an organisation has neither accounts nor a business plan, details of how the organisation is funded, and how money is held (if at all) must be provided.
5. The decision of whether to award a grant, and the value of any grant, will be taken by a vote of the Parish Council. Applicants will be notified of the Council's decision.
6. The Council has a limited budget each year and guidance can be given to applicants by the Responsible Financial Officer as to how much money is likely to be available in a specific financial year.

Conditions of Funding

7. Grants will not be made to individuals.
8. Grants will not be made retrospectively.
9. Applications will not normally be approved from national organisations or local groups with access to funds from national 'umbrella' or 'parent' organisations, unless funds are not available from their national bodies, or the funds available are inadequate for a specified project.
10. The administration of and accounting for any grant shall be the responsibility of the recipient. All awards must be properly accounted for, and evidence of expenditure should be supplied to the Council as requested.
11. Any grant must only be used for the purpose for which it was awarded unless the written approval of the Council has been obtained for a change in use of the grant monies.
12. It shall be a condition of the grant that any money not used for its intended purpose within 12 months of the date of the grant shall be returned to the Bottisham Parish Council. It will be open to applicants to apply for an extension to the 12-month period, which decision will be at the sole discretion of the Parish Council.

13. Only one application for a grant will be considered from each organisation in any one financial year.
14. Ongoing commitments to award grants or subsidies in future years will not be made. A fresh application will be required each year.
15. Each application will be assessed on its own merits.
16. The Council may make the award of any grant subject to such additional conditions and requirements as it considers appropriate. The Council reserves the right to refuse any grant application which it considers to be inappropriate or against the objectives of the Council. (The Clerk to the Council will provide the necessary information to Councillors about the use of Statutory Powers in the awarding of grants).
17. The Council may make the award of any grant or subsidy as it considers appropriate in the event of any unforeseen urgent event.
18. Nothing contained herein shall prevent the Council from exercising, at any time, its existing duty or power in respect of providing financial assistance or grants to local or national organisations under the provisions of the Local Government Act 1972, Section 137.

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