

Grants and Donations Policy

1.0 Policy

Botus Fleming Parish Council will set aside a sum of money each financial year for grants or donations to voluntary or charitable organisations where their activities will contribute to, and be of benefit to, the people of our parish.

The current total overall budget for grants and donations is £250.

The total figure available is agreed by the Council as part of the budget and precept process each financial year.

2.0 Conditions

- To ensure that fair and proper consideration is given to all requests, the Council requires applicants to submit a completed Grant Application Form (located on our website) to our Parish Clerk, together with supporting documentation.
- Only one application from the same organisation may be considered during any one year, but further applications may be made in subsequent years.
- The awarding of a grant or donation does not set a precedent for any subsequent applications.
- Applications will only be accepted from charitable, voluntary or non-profit making organisations or groups. No applications from individuals will be considered.
- Organisations should be local to our Parish or, if outside the boundary, its work should be of benefit directly to the Parish and/or its residents. No nationally based organisations will be considered.
- Applicant organisations/groups must be properly established and constituted.
- Grants will not be considered to fund activities of a political nature.
- Donations can only be used for the purpose of the project/activity applied for.
- Any donation or grant awarded is on the strict understanding that it will be refunded in the event of it not being spent on the project/activity applied for.
- Donations will not be made in respect of money already spent.

3.0 Application Timescale

- The deadline for receipt of applications is 31st October, each year.
- Applications will normally be considered by the Council during November or December.
- Applicants will be advised by end of January whether their application has been successful.
- We will aim to make payments by the end of March.

4.0 General

Botus Fleming Parish Council reserves the right to donate money to Organisations who do not directly approach the Council for a donation, by agreement at a Parish Council meeting.

All grants or donations will be at the discretion of Botus Fleming Parish Council, whose decisions are final. There is no right of appeal.
9 November 2017

Adopted:
Effective from:

Author	Cllr Denis Morgan
Date	13 December 2017

BOTUS FLEMING PARISH COUNCIL

GRANT APPLICATION

IMPORTANT
Please read guidance notes on page 3 before filling in this form

Name of Organisation.....

Contact Person.....

Address.....
.....

Tel No.....

About Your Organisation

1. Briefly explain the aims and objectives of your organisation:
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.....
.....

- 2. Are you a registered charity? Yes / No
- 3. If Yes, charity no
- 4. Are you a commercial or non-profit making organisation? Yes / No
- 5. How many members do you have?
- 6. How many are juniors
- Age range
- How many are seniors
- How many are disabled
- How many live in this Parish

About the Grant

7. What is the grant to be used for (include a brief description of who/what will benefit from the grant)

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8. Sum requested £ Total cost of project £

9. What other sources of funding have you investigated and what amounts have been raised?

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10. What would happen if this request for a grant is unsuccessful?

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Additional Information

11. Please give any additional information which you feel to be relevant.

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Date.....

Signed



Grant Application – Guidance Notes

1. Please read the Botus Fleming Parish Council “Grants and Donations Policy” which is located on our website.
 2. The Parish Council, when considering grants, will give priority to those groups and organisations which can demonstrate that other fund-raising efforts have been made.
 3. Grants will normally only be given towards specific items of expenditure – i.e. equipment or capital projects and will only be paid on production of a receipted invoice. Grants will normally not exceed 50% of the total cost of the project.
 4. Requests for grants must be accompanied by either audited accounts, (in the case of a Registered Charity; to include a copy of the Trustees Annual Report to the Charity Commission), or a business plan for a new organisation or group.
 5. Grants will not normally be made available to commercial or national organisations, statutory bodies, or groups from outside the parish unless there are identifiable benefits to residents of the parish.
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For office use

Date Received..... Approved / Refused

Decision Date

Conditions

Accounts Received

Date Paid

Form to be returned to The Clerk, Botus Fleming Parish Council via email:
botusfleming1@gmail.com