

BRISTON PARISH COUNCIL

The Parish Office

Recreation Ground, Stone Beck Lane,

Briston, Melton Constable NR24 2PS

Telephone: 01263 862638

Email: parish-council@briston-norfolk.org.uk

GRANT AWARDING POLICY AND PROCEDURE

Introduction to the Policy

A grant is any payment or gift made by Briston Parish Council to an organisation for a specific purpose that will benefit the Parish, or residents of the Parish, which is not directly controlled or administered by the Parish Council. The law requires that Section 137 grants must be 'in the interests of or will directly benefit the area or its inhabitants, or of part of it, or some of it' and 'the direct benefit should be commensurate with expenditure'. Similar considerations will apply when considering applications for other grants.

Policy

Briston Parish Council awards grants, at its absolute discretion, to organisations which can demonstrate a clear need for financial support to achieve an objective which will benefit the Parish by:

1. Providing a service
2. Enhancing the quality of life
3. Improving the environment, and promoting the Parish of Briston in a positive way

Briston Parish Council will NOT award grants to:

1. Private individuals
2. Commercial organisations
3. Purposes for which there is a statutory duty upon other local or central government departments to fund or provide
4. Local groups where fund raising is sent to a central HQ for redistribution
5. Political parties
6. Religious organisations, unless for a purpose which does not discriminate on grounds of belief.

The above list is not exclusive and may be added to at Briston Parish Council's discretion.

Only one application for a grant will be considered from any organisation in any one financial year.

Ongoing commitments to award grants in future years will not be made. A fresh application will be required each year. This will be at the discretion of Briston Parish Council.

Grants will not be made retrospectively.

Application Procedure

Organisations requesting financial assistance for amounts in excess of £100 are required to submit by 1st September, at the latest in the year preceding their funding requirement:

1. A completed application form
2. Copies of their last year end accounts
3. The number, or percentage of members that belong to the organisation who live within Briston Parish
4. Details of any restrictions placed on who can use/access their services
5. A copy of the organisations Equal Opportunities Policy
6. A copy of the organisations Safeguarding Children and Vulnerable Persons Policy
7. A copy of the organisations constitution or governing document
8. Evidence to support all project costs
9. Evidence of the on-going financial sustainability of the project
10. Latest bank statement or copy of building society pass book

Whilst Briston Parish Council would not normally consider applications for Capital Projects, any such applications will require a more substantial case with supporting evidence of community benefit. For these grants, Briston Parish Council will expect to see some form/evidence of other third party funding.

All grants awarded will be required to complete an 'end of grant report' to Briston Parish Council as to progress and/or community benefit.

Assessment Procedure

At Briston Parish Council's annual budgeting meeting, held in September, an amount will be set from which grants will be awarded during the following financial year. This amount will principally be for grant requests that have already been received by Briston Parish Council in accordance with the application procedure. Any amount included within the budget for an application amount does not guarantee an award: a decision upon an award will remain for approval by Briston Parish Council at the appropriate meeting. An additional amount will be reserved from which other grant

requests (up to £100) may be made. A maximum award of £100 only for such unplanned applications will be considered. Once the grants budget is exhausted, Briston Parish Council will only consider emergency requests for assistance, and generally only from organisations with whom it has close links.

An unplanned grant request, once received in writing, will be considered at the next full council meeting of Briston Parish Council.

Each application will be assessed on its own merits. However, to ensure as fair a distribution as possible of available funds, Briston Parish Council will take into account the amount and frequency of any previous awards, and the geographical spread within the parish. Due account may also be taken of the extent to which funding has been sought or secured from other sources or fund raising activities.

Briston Parish Council may make the award of any grant subject to such additional conditions and requirements as it considers appropriate. Briston Parish Council reserves the right to refuse any grant application which it considers to be inappropriate, or against the objectives of the Council.

Nothing contained in this document shall prevent Briston Parish 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 provision of the Local Government Act 1972, Section 137.

Successful Applications

A grant award must only be used for the purpose stated in the application. If the organisation is unable to use the money, or any part of it, within two (2) years of the award being made, for the purpose stated, then all monies, or unexpended part of such monies must be returned to Briston Parish Council. Briston Parish Council may request proof of expenditure.

Organisations, receiving grants are required to advise their users/members that the grant or equipment has been received from Briston Parish Council. Where appropriate Briston Parish Council may require a notice to be affixed.

Where equipment is gifted to an organisation, Briston Parish Council requires that it be insured and maintained at the expense of that organisation.

Policy and procedure adopted by Briston Parish Council (date): 5th March 2018

Signed (chairman): N. Fijjerd Re-adopted 1/4/19
N. Fijjerd

Dated: 5 March 2018