



# Broadbridge Heath Parish Council

PO Box 315, Billingshurst, West Sussex, RH14 9XX

Telephone: 01403-785864 Mobile 07733-359479

Email: [clerk@broadbridgeheath-pc.gov.uk](mailto:clerk@broadbridgeheath-pc.gov.uk)

## GRANT AWARDING POLICY

*It was RESOLVED by the Parish Council, at their meeting on 7<sup>th</sup> December 2009, that this Grants Awarding Policy be adopted.*

### Introduction

The Parish Council will consider grants from voluntary groups or charitable organisations. To qualify, the applicant must be able to demonstrate that funding will benefit the Parish, or residents of the Parish. Grants will normally only be considered twice a year by the full council, unless there are special circumstances which require more immediate consideration.

In determining the validity of an application, the Council will refer to the following guidelines:

### Applications will be considered for the following purposes:

- To purchase equipment either in part or in full.
- For the funding of transport to enable members to partake in a group trip or outing.
- For training activities.
- For activities that raise the profile of the area.
- For running costs of a viable group that is experiencing a period of hardship.
- For hosting special events or celebrations.
- For the provision of recreational facilities.

### Conditions

- Grants will not be awarded to individuals.
- Additional applications within a 12 month period will not normally be considered
- The award must be used for the purpose for which the application was made.
- If the group is unable to use the award before the proposed end date then an explanation should be provided to the Parish Council.
- Awards must be accounted for and evidence of expenditure should be supplied as requested. If the council is not satisfied that the grant has been spent as defined; they reserve the right to request a refund.
- Any grant must only be used for the purpose for which it was awarded unless the written approval of the Parish Council has been obtained for a change in use of the grant monies.
- Any unspent portion of the grant must be returned to the Parish Council within 6 months after the proposed end date of the project.
- An acknowledgment of the contribution should be made to the Parish Council and wherever possible, the Parish Council requests that reference is made to the grant in the organisations annual accounts.
- This policy may be amended at any time by the Council following a motion having been published on the agenda.

## **Eligibility**

- Any Charity, Voluntary Group or Community Organisation operating within the parish.
- Agencies that operate within the Parish and are of benefit to the local community, with the following provisos:
  - The Parish Council will NOT fund activities that it considers to be the responsibility of a Statutory Authority.
  - Applications from schools for an activity that takes place within the school day will not be considered.
  - The Parish Council will not fund activities outside its powers and functions.

## **Submission of the Application**

- Applications must be submitted to the Clerk at the address given above, preferably by the 1<sup>st</sup> of March and September of each year.
- The application form should be completed in block capitals and black ink.
- The application should be supported by a copy of the latest set of annual accounts
- The applicant should retain a copy of the form.