

# Brent Knoll Parish Council

Telephone 07917445215

E-Mail:- clerk@brentknollpc.co.uk

## GRANTS FROM THE PARISH COUNCIL - GENERAL INFORMATION

- Grants are made out of money provided by the council tax payers of Brent Knoll and accordingly the Parish Council has a responsibility to satisfy itself that grants will provide benefit to the local community.
- Brent Knoll Parish Council will consider applications for grants that they consider are permissible within their statutory powers from Registered Charities, Voluntary Groups or Community Organisations. Grants will be considered within the financial constraints of the Parish Council. An annual budget for the total of money to be donated will be set by the Parish Council.
- To qualify for an award the applicant must be able to demonstrate that any funding from the Council will benefit the Parish, or residents of the Parish.
- Grant applications will normally be considered by the Council at their January meeting. Dates and times of this meeting are available from the Clerk or from the Parish Council website.
- The applicant is welcome to attend the meeting at which the application is to be considered and at the Chairman's discretion may address the Councillors to give background and further information for a maximum period of three minutes.
- Applications should be in writing, on the attached form, and sent to the Clerk at the address shown above prior to November 30<sup>th</sup> of the current year or other times as required to fulfil a specific request.

### PURPOSE OF GRANT

Grants applications will be considered if the grant is to be used for:

- Purchasing equipment either in part or in full.
- Funding of transport that will enable group members to partake in a group trip or outing regardless of their incomes.
- Contributing toward running costs of a group/organisation serving parishioners.
- Training activities, or to purchase the expertise of an outside trainer/ instructor/ facilitator.
- Activities that raise the profile of the area.
- Hosting special events or celebrations.
- Provision of recreational facilities.

This list is not exhaustive, and other purposes will be considered if will benefit the Parish, or residents of the Parish.

### CONDITIONS

- Grants may 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 for the stated purpose, all monies must be returned to the Council.

- All awards must be properly accounted for and a report should be submitted to the Clerk by the 31<sup>st</sup> March in the year following the awarding of the grant. This report should provide clear evidence of how the grant was spent, and the benefit gained from the awarding of the grant. If the Council is not satisfied with the arrangements, they reserve the right to request a refund of monies awarded.
- Donations to Registered Charities in response to a general fundraising appeal will normally be restricted to an upper limit of £100.
- Groups operating outside the parish boundary will normally be limited to an upper limit of £50.

## **ELIGIBILITY**

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

### **Policy adopted December 6th 2023**

**Chairman of the Parish Council**

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**Clerk and RFO to the Parish Council**

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**Revision and update December 2025**

<b>Brent Knoll PARISH COUNCIL - GRANT APPLICATION FORM</b>	
Name of organisation	
Name on bank account (for BACS Payments and A/c and Sort Codes)	
Registered Charity/Charity Number	Yes / No
Contact name	
Position with the Group	
Contact name's home address	
Contact name's telephone number	
Contact name's e-mail address.	
Number of members in the Group	
Total spent by the group in the year	
Total received by the group in the year	
Main income sources – please itemise	
Current bank balance (please state date)	
Special/other considerations	

This form should be submitted to the Councillors at the address above to assist their decision making. Any figures should be for the last financial year of the organisation. A summary statement of accounts (e.g. receipts and payments plus the bank balance) should be attached. It is preferable, but not essential, if the accounts have been audited.