

HAZELBURY BRYAN PARISH COUNCIL

GRANT POLICY

1) Grant Fund

The 'Grant Fund' shall be set at the start of the financial year as a percentage of the annual precept available to the parish council. The aim shall be to maintain a balanced budget for each financial year.

The amount to be set aside shall be :-

4% of the precept (see addendum for current precept and grant fund allocation)

or:- In the event of any extraordinary financial considerations for that financial year, an amount to be agreed by the Parish Council at the start of the year, which shall take into account those extraordinary considerations.

2) Grant Allocation

Grants shall be allocated by the council on a quarterly basis to facilitate better control and fairer distribution of the budget. They shall be included on the agenda for discussion at the March, June, September and December Parish Council meetings

Grants shall be only be allocated subject to the following conditions:

- Receipt of a completed Grant Request form by the Parish Clerk at least fourteen days before the relevant quarterly meeting.
- Grant applications shall only be discussed and allocated by the council at the agreed quarterly meetings
- Any request for grant funding should satisfy the following criteria:
 - i) The application must fall within the guidelines / requirements of Section 137 of the Local Government Act 1972.
 - ii) The application must be to the benefit of the parish or residents and should preferably be able to demonstrate some long term benefits for the community
 - iii) The application may not be made retrospectively
 - iv) If approved, the grant may only be used for the specific purpose for which it was awarded. Grants used for purposes other than those described on the original application and subsequently agreed by the Parish Council, may be subject to recall.
 - v) The organisation, club or society for whom the grant is intended must be a non-profit making organisation.
 - vi) All applications should be accompanied by the most recent Annual Accounts
 - vii) The application must state the names of any other organisations to which an application for Grant Aid has been submitted.
 - viii) Any grant made by the Parish Council is made on the understanding that the applicant has obtained all necessary legal permissions and the offer of a grant by the Parish Council should not be construed as authorisation or permission.
 - ix) Successful applications will be recorded in the minutes of meetings of Parish Council and notified to the applicant in writing.

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For legal reasons (Section 137 of the Local Government Act 1972), applications cannot be considered from: -

- 1) Individuals
- 2) Organisations, which support or oppose any political party.
- 3) Organisations that discriminates on grounds of sex, race, religion or sexual orientation.
- 4) Organisations or establishments for whom Central Government, Health Authorities, County or District Councils are the appropriate statutory provider of funding.

3) Eligibility

The Parish Council will not award grants to the following bodies:-

- 1) National Charities
- 2) Churches (unless for parish clocks or possibly for environmental purposes)
- 3) Schools (unless for environmental purposes)

The Parish Council reserves the right to refuse any application that they consider not to be in compliance with these guidelines or to be inappropriate.

Notwithstanding the above, the Parish Council may make a grant if, in their opinion, the application would be to the benefit of the wider community.

4) Grant Amounts

The amount of any grant awarded is solely at the discretion of the Parish Council.

The GUIDELINE maximum amount per grant shall be:- £ 135 – 00

Grant applications for funding greater than the guideline amount must be agreed by the full council, as must the method of funding the application (if it is agreed).

No person or organisation may make more than one application to the parish council for funding for any one item or project in any financial year

5) Reserve Funds

In the event of monies remaining in the Grant Fund account at the end of the financial year these should either be:

- Carried forward to the next years Grant Fund or,
- Subject to review of applications received, be wholly, or partially, distributed to ongoing projects, by way of an additional or 'top-up' grant. Additional or 'top-up' grants may be allocated to applications that have previously been refused, or did not receive the amount requested but they may not be allocated to completed projects.

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ADDENDUM

YEAR	TOTAL PRECEPT	FUND %	GRANT FUND ALLOCATION
2011 / 2012	£ 14,580 – 00	4.0%	£583 – 00