



BRANSTON PARISH COUNCIL POLICIES

TITLE: Grant Application

Application for Grant for Not for Profit Organisations

1. Main Contact Details:-

Please fill in the following details about the person in your organisation who will be the main contact for your application. We will contact this person to discuss the application in more detail should we need any further clarification.

Name of organisation	Charity No (if applicable)
Main contact	
Address for correspondence including postcode	

Please enter your telephone number(s) and e-mail address (if applicable)

Telephone number	
Mobile number	
E-mail address	

2 Tell us about your project/activity?

a) Please give us a brief description of your project/what impact it will have on the community/how does it benefit the community (please continue on a separate sheet if necessary)

b) What is the total cost of the project

c) Please give a list of the items/materials/services you will need for your project/activity with their cost which you wish to apply for

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Item	Cost

d) What is the amount of the grant you are applying for?

e) If the total cost of the project is more than the amount you are applying for, how will the residue be financed?

f) Have you applied for a grant for the same project to another organisation, if so, which organisation and how much?

3 Your publicity plans

If you are successful in your organisation, you have responsibility to proactively promote the funding you have received from Branston Parish Council.

At this point we just need to know what your publicity plans are as it is really important to keep the public informed about how the parish council is spending their council tax.

Please complete the box on the next page.

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Please forward with this application the following:-

Copy of constitution

Copies of bank statements for the last 3 months

Copy of year end accounts

Copies of quotes where applicable

Signed:

Date:

Please return completed grant application form to:-

Mrs K Lear, Clerk/Proper Officer, Branston Parish Council, 30 Forest Edge Way, Burton on Trent

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POLICY FOR AWARDING GRANT

The parish council reserves each year a sum of money for disbursement on grants to organisations and activities which contribute constructively to the life of the parish.

These grants are limited and can, therefore, only be made available to those organisations that can demonstrate a need for assistance with the above Parish limitation, and generally are not a statutory charge on other local or central government departments.

To ensure that fair and proper consideration can be given to all requests, the council requires that the following to be submitted to the parish clerk:-

- A completed application form
- The most recent full set of accounts available; last financial year end set of accounts, last 3 months bank statements
- A financial projection or budget for the period following the accounts
- Any additional information the organisation considers will support their application for grant-aid
- Copies of quotes

If the organisation is a new entity with no accounts available, please provide a Business Plan stating aims and objectives, along with financial projection for at least the current financial year.

APPLICATIONS WILL BE CONSIDERED FOR GRANT AID UNDER THE FOLLOWING CRITERIA

- 1.1 Applications will only be accepted from charitable and/or non profit taking organisations; the council regrets therefore that applications from Commercial organisations will not be considered.
- 1.2 Organisations applying to Branston parish council should be local to Branston or, just outside the boundary, its work should be of significant benefit to the Parish and its residents
- 1.3 The council is prevented by statute from giving financial assistance to individuals, charities operating overseas or to a fund established to help persons outside the UK
- 1.4 Only if sporting organisations can demonstrate that they have been unsuccessful in obtaining funding from their national bodies or East Staffs Borough Council will Branston Council consider their application for grant-aid.

TYPES OF FINANCIAL ASSISTANCE

- 1.5 The council would prefer to provide financial assistance towards specific projects or purchases of equipment, however, it will also support ongoing revenue costs if the organisation can demonstrate their lack of funds and the adverse effect on the Parish and its residents if the organisation are unable to continue or are hampered by lack of funds.

GENERAL

- 1.6 Grants should be spent within the year, for the purposes for which they were given
- 1.7 Grants cannot be made to cover money already spent
- 1.8 The council reserves the right to request a copy of invoices and/or other documentation as evidence that the expenditure has been incurred

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- 1.9 All organisations receiving grant aid as a condition, are required to provide the council with a written report within 12 months of the award date to demonstrate how the funds were expended
- 1.10 If an organisation dissolves the council would expect the organisation to reimburse the grant-aid awarded
- 1.11 Organisations can only submit one grant application per year
- 1.12 The giving of a grant one year does not set a precedent for another year
- 1.13 Grants will not be paid retrospectively
- 1.14 Grants will not be made for routine/maintenance costs
- 1.15 Grant applications will be discussed by the full council out of the public domain

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