

Beaworthy Parish Council Grant Scheme

Adopted Sept 2020 MIN0082020. review every 2 years.

Contents

Introduction	1
Grant Schemes	2
Eligibility	3
Applying for a Grant.....	4
Grant Award Process.....	5
Grant Evaluations	6
Conditions of Grants	7
Receipt of Grant	8
Grant application form	Annex A

1. Introduction

- 1.1 Beaworthy Parish Council has a commitment to encourage, support and promote volunteer organisations and charities within Beaworthy parish for the benefit of the community. The Parish Council makes an annual budget provision for Community Grants to help meet its aims.
- 1.2 Community grants come from taxpayer funds and a key principle of this policy is to ensure that grant expenditure is open and transparent.
- 1.3 This policy is designed to act as guidance for both applicants and councillors when considering applications.
- 1.4 Applicants are encouraged to look at alternative sources of funding in addition to these schemes.
- 1.5 The Parish Council seeks to provide grants which meet at least one of the following outcomes:
 - a. **Provides improved opportunities/services for those underrepresented groups in the community.**
 - b. **Provides a new or improves an existing asset or service which will benefit a significant percentage of residents.**
 - c. **Enhances the environment/reduces the environmental impact of Beaworthy parish.**

2. **Grant Scheme** - The Parish Council operates one grant scheme and is for individual grants of a value up to £300.

3. Eligibility

- 3.1 The scheme is open to Community Organisations, Local Charities and Community Interest Groups.
- 3.2 Bodies must have a bank account in their own name.
- 3.3 Projects must deliver a benefit to the residents of Beaworthy Parish
- 3.4 The Parish Council will not fund: individuals, hospitality, salaries, religious organisations (unless for non-religious activities), core school expenditure or projects with party political links. This is not an exhaustive list and may be amended at the Council's discretion.
- 3.5 The Parish Council will only consider 1 application from an organisation within a financial year.

4. Applying for a Grant

- 4.1 Applications should be made on the application form available on the Parish Council website (www.beaworthyparish.com) and include all information requested on the form. An application will not normally go to Council until all required information has been provided.
- 4.2 Applicants will normally be expected to have clear written aims and objectives, a written constitution, and a separate bank account controlled by more than one signatory. New/start-up organisations should submit a financial statement containing their proposed budget.
- 4.3 **Where expenditure on a single item would exceed £200 the applicant should demonstrate that best value has been sought; this may be by submitting quotations.**

- 4.4 For the purchase of items, consideration should be given to the Parish Council purchasing items and gifting them to the organisation rather than providing a grant. This is because the Parish Council can reclaim VAT for items purchased which are gifted as grants.

5. Grant Award Process

- 5.1 Grant applications will be considered at any meeting of the year by the council if received 2 weeks prior to the next meeting.
- 5.2 The council will score applications using the following **Criteria**:

Achieves outcomes - Up to 10 - A high score indicates that the application meets at least one outcome fully, and provides a legacy of benefits to the community. A very high score here would indicate meeting two or more outcomes fully. See paragraph 1.5

Value for money - Up to 10 - A high score indicates that the application is either collaborative with other organisations or supplemented by other funding sources. It must provide a cost-effective use of our funds.

Strong governance - Up to 10 - A high score indicates the applicant has good control structures within its organisation and experienced individuals leading the project. If relevant, insurance arrangements must be in place.

An application must score at least 6 points on governance and achieve an overall score of at least 14 to be awarded a grant. Subject to these provisions, the Parish Council will award those grants which achieve the highest score in the current round of funding.

6. Grant Evaluations

- 6.1. Recipients receiving a grant in excess of £200 shall provide an evaluation within twelve months of receipt of the grant on the prescribed form.
- 6.2. Receipts for all expenditure above £50 shall be provided as part of the evaluation to demonstrate the grant was spent appropriately.

7. Conditions of Grants - An application under the scheme shall indicate agreement to the following conditions.

- 7.1 Recipients shall complete an evaluation as required. The Council reserves the right to reclaim funds not spent in accordance with the approved grant application, left unspent after one year of receipt or in full/partially for breach of conditions.
- 7.2 Recipients are expected to positively promote the Council
- 7.3 Recipients should acknowledge the financial support received from the Council in publicity.
- 7.4 Recipients must advise the Council prior to disposing of any resources or equipment funded/part-funded/supplied by the Council as part of a grant application within two years.
- 7.5 The Council may apply any additional conditions it deems necessary as part of the grant award.
- 7.6 The Parish Council reserves the right to refuse any grant application which it considers to be inappropriate, or against the objectives of the Council.

8. Receipt of Grant

- 8.1 A grant award must only be used for the purpose stated on the application. If the organisation is unable to use the money, or any part of it, for the purpose stated, then all monies, or unexpended part of such monies must be returned to the Parish Council. The 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 Beaworthy Parish Council. Where appropriate, the Parish Council may require a notice to be affixed. Where equipment is gifted to an organisation, The Parish Council requires that it be insured and maintained at the expense of the user.
- 8.2 Payments shall be made to the organisation within four weeks of receipt of the agreement.
- 8.3 Payments shall only be made to an organisation. The Council will not issue grants to an individual.

BEAWORTHY PARISH COUNCIL - Annex A - Grant Application Form

Please complete this form and attach the relevant information and send to: The Clerk to Beaworthy Parish Council, Willowdene, Bratton Clovelly, Okehampton, EX20 4LB, or email to beaworthyparishclerk@gmail.com

Name of organisation	
Applicant's contact details	
Position within organisation	
Telephone	
Email	
Is your organisation a registered charity? IF yes, charity number.	
Project for which grant is required?	
Total Cost	
Have any funds been requested from other sources?	
Amount requested. Was that application successful?	
Amount of grant requested from Beaworthy Parish Council	
When are the funds required?	
Details of the bank account to receive the grant funds	Account name: Sort Code: Account Number: