

## **Barwick In Elmet and Scholes Parish Council**

### **Grant and Community Funding Policy Guidelines.**

A grant is any payment made by The Parish Council to be used by an organisation for a specific purpose in the furtherance of the wellbeing of the community, either generally, or for a specific purpose and which is not directly controlled or administered by The Parish Council. The purpose of any grant given by The Parish Council is to support initiatives in the local community and to help create opportunities for the residents that are not, as a matter of course, funded by The Parish Council.

Groups and residents in the Parish have access to funding through the BANDS Community Fund. Requests for funding from the Parish Council must explain whether they have approached this funding source and demonstrate that other sources of funding have been considered, before applying to the Parish Council. Requests can be made at any time, however, there is no guarantee that funds will remain available.

#### **Funding application guidelines**

- a. Application forms must be submitted and are available from the Clerk or from the Parish Council website. It is important that all questions on the application form are fully answered and that any appropriate additional information, which supports an application, is provided.
- b. Applications for funding can normally only be accepted from residents within the Parish of Barwick-in-Elmet and Scholes by village clubs, groups, associations, organisations or community groups which exist to enhance the community. The scheme may provide start-up awards for new projects as well as grants for existing organisations. In some circumstances, individuals leading projects for the community will be considered.
- c. The application must include the latest details of bank accounts and details of the most recent bank statement. Where applicable insurance documents and risk assessments must be provided. Full details of the event or funding proposal with a detailed outline of the costs are required with details of benefits to the community.
- d. Applications will only be considered if the proposed use of funding is clearly specified and that all other sources such as BANDS Community Fund have been explored and rejected.

e. If granted the funds must be used for the sole purpose of the application and receipts provided to verify the expenditure. The Parish Council will request details that the grant has been appropriated in accordance with the application.

### **Conditions for support**

It is an essential condition of any grant application that the group or project must bring direct benefit to the residents of the parish and benefit the community. All applications must clearly demonstrate how this will be achieved. The Parish Council reserves the right to request any further information that it deems necessary to assist the decision-making process. Account will be taken of the amount and frequency of previous awards and of the extent to which funding has been sought or secured from other sources or own fund-raising activities.

1 Grant applications **cannot** be made retrospectively.

2 Applications will NOT be considered and funding shall NOT be given for ongoing running expenses; membership fees; account fees; subscription fee; subsistence or other such regular or annual payments.

3 Any grant must **only** be used for the purpose for which it was awarded.

4 A change in use of the grant monies may only be made in exceptional circumstances with full details of any changes requested in writing. The written approval of The Parish Council must be obtained in advance before any grant money is used for another purpose.

5 If project costs are more than anticipated on the application, any shortfall must be met by the group and is not the responsibility of the Parish Council.

6 Although the Parish Council will give as much help as possible, the administration of and accounting for any grant shall be the responsibility of the recipient. Further grant applications will not be considered.

7 Commitments to award grants or subsidies in future years will not be made, a new application will be required each year.

8 Any unspent portion of the grant must be returned to The Parish Council. If a grant is awarded, the organisation must provide a report to the Parish Council on completion of the work which includes receipts as proof of expenditure. If the project has cost less than the grant awarded, any unspent portion must be returned to the Parish Council.

9 If the project is a longer ongoing project further quarterly reports thereafter, to demonstrate progress and show how the money is being spent. If the project does not progress released funding must be returned to the Parish Council. Allocated funding will not be held beyond 12 months i.e. if required a new application must be made.

10 The grant recipient must acknowledge the Parish Council's support in all publications, publicity and annual reports.

11 The size of any grant awarded is at the sole discretion of the Parish Council.

12 The Parish Council may make the award of any grant subject to such additional conditions and requirements, as it considers appropriate.

13 The Parish Council reserves the right to refuse any funding application which is considered to be inappropriate to the objectives of the Parish Council, there is no right of appeal and no requirement by the Parish Council to justify its decision.

### **When to apply**

Applications should normally be submitted to allow a minimum of two Parish Council meetings to consider the request.

Download a copy of the grant application form by clicking on this link <https://barwickandscholespc.org/policy-documents/> and either the MS Word version or the pdf version.

### **Revision history**

Version Date select Summary of Changes.

05/05/2021 This policy adopted by the Parish Council at its annual meeting of 5th May 2021. There were no changes to the previous version.

07/03/2022 Changes were approved at the Parish Council meeting of 7th March in accordance with the minutes, i.e. that paragraphs be numbered, that items 13 and 14 of the conditions of support be combined into a single condition (due to the similarity of both conditions), that the requirement for a six-monthly report be amended with the addition of further quarterly reports thereafter and that requirement for accounts and/or most recent bank statements be changed from "essential" to "where appropriate"

02/12/2024 Major change: grant/loan will not be allowed for running costs. Clarification of wording on methods of application. Last Review Date 02/12/2024

05/05/2026 Minor changes items 2 and 3. 5 and 9 merged: addition that any unspent funding must be returned to the PC and a report and proof of expenditure is provided. Removal of the term loan. Agreed PC Meeting 1<sup>st</sup> June 2026.