

BRAMPFORD SPEKE PARISH COUNCIL

COMMUNITY GRANT FUND Policy

Policy Name	Community Grant Fund
Date	11.01.2017
Re-approved by	Full Council on 5 th May 2026
Author	Parish Clerk

1. Introduction

Brampford Speke Parish Council is committed to supporting and strengthening the many networks and community groups which help make a positive difference to Brampford Speke.

A grant is any payment made by the Council to be used by an organisation for a specific purpose that will benefit the Parish, or residents of the Parish and which is not directly controlled or administered by the Council. The Council awards grants, at its discretion, to Parish organisations which can demonstrate a clear need for financial support to benefit the Parish by:

- Providing a service
- Enhancing the quality of life
- Improving recreation or sports
- Improving the environment
- Promoting young people
- Enhancing to Parish of Brampford Speke in a positive way

2. Purpose

To ensure that Brampford Speke Parish Council grant giving procedure is fair, transparent and robust, ensuring that financial support is awarded to community organisations which benefit the town.

Grants will be assessed using the following criteria:

- A completed application form and enclosed additional information (where required)

- If you have received a grant before
- How your group or event is set up and managed
- Your finances and the financial need for funding
- What need/demand there is for your project
- Support and involvement for the wider community
- Efforts to secure other sources of funding
- If your project provides value for money for the residents of Brampford Speke

3. Scope

The procedure only relates to grants applied for and awarded directly by Brampford Speke Parish Council.

4. Process

- a. The Clerk to the Council will receive all applications in the first instance and will then collate all the necessary information from the applicant ready for presentation and discussion at the appropriate Council meeting;
- b. The grants budget will be set Twice annually as part of the budget setting process;
- c. Applications must be received by the Parish Council no later than 1st November or 1st June. The applications are then assessed by the Parish Council and if successful payment will be made in conjunction with the agreement of the grant;
- d. All applications must be accompanied by the Council's Grant Application form which must be fully completed. The Council reserves the right to refuse any application form which is not fully completed;
- e. In addition to the application form organisations will be expected to provide to following supporting information:
 - a. a copy of their written constitution or details of their aims and purpose,
 - b. full details of the project or activity,
 - c. demonstration that the grant will be of benefit to the local community within the Parish,
 - d. the proportion or number of beneficiaries living in the electoral area,
 - e. demonstration of a clear need for the funding,
 - f. a copy of the previous year's accounts or, for new initiatives, a detailed budget and business plan.
- f. Applications can only be accepted from non-profit making groups, organisations and societies.
- g. The Council would expect organisations to raise a reasonable amount of funds themselves towards a specific project or scheme;

- h. Grant applications should be for specific projects and not normally, unless specifically agreed in advance, for the general running costs of an organisation. The Council would not normally agree to a grant towards a project which it had financially supported the previous year;
- i. Requests for funds should be clearly seen to benefit a group of people within the parish boundary of Brampford Speke;
- j. Where the Council agrees funding for a specific project proof of purchase of the goods or services must be provided before the grant is distributed. Written permission must be obtained if there is any change to the use of funds;
- k. The Council reserves the right to withdraw or reduce a grant if it feels that the conditions, or part of those conditions, have not been complied with;
- l. The Council reserves the right to impose what conditions it wishes as a condition of accepting an application for a grant;
- m. The closing date of applications shall be the last date for receipt of applications;
- n. The Council will not accept any liability for organisations and societies not becoming aware of the application period for grants, and therefore missing the deadline.

5. Conditions of Funding:

- a. The organisation must be either non-profit or charitable. Applications will not be considered from private organisations operated as a business to make a profit or surplus.
- b. Grants will not be made to projects that discriminate on any grounds.
- c. Grants will not be made to individuals.
- d. Grants will not be made retrospectively.
- e. Applications will not normally be considered from national organisations or local groups with access to funds from national 'umbrella' or 'parent' organisations, unless funds are not available from their national bodies, or the funds available are inadequate for a specified project.
- f. An organisation should have a bank account in its own name.
- g. The administration of and accounting for any grant shall be the responsibility of the recipient. All awards must be properly accounted for and evidence of expenditure should be supplied to the Council as requested.
- h. Only one application for a grant will be considered from each organisation in any one financial year.
- i. Ongoing commitments to award grants or subsidies in future years will not be made. A fresh application will be required each year.
- j. Each application will be assessed on its own merits.
- k. Grants must be claimed within 6 months of being awarded otherwise the organisation will need to reapply for funds.