

# **BARNACK & PILSGATE PARISH COUNCIL**

## **GRANT POLICY** **Approved by Council Review 09.08.21**

### **1. Power to give Grants**

- 1.1. Barnack Parish Council are keen to support the village and local community. The Council can assist organisations unable to raise sufficient funds themselves. Grants will be considered for projects or items that add value or benefit to a local organisation or to the overall well-being of the local community. Applications that can demonstrate they support the Council's Parish Action Plan may be preferred.
- 1.2. Barnack Parish Council resolved to adopt the General Power of Competency in their June Council meeting. They therefore have the power to offer grants. The Council will therefore consider grants for items which, in the Council's opinion, "bring direct benefit to their area, any part of it or all or some of its inhabitants".
- 1.3. Barnack Parish Funds on hand that have been received from Community Infrastructure Levy (CIL) have restrictions on their use that must be complied with.

### **2. General Guidelines**

- 2.1. Each applicant is required to demonstrate the need for a grant, outlining in what way the money will be spent and how it will benefit the community.
- 2.2. Applicants should list any other related funding they have tried to obtain and the status of those applications.
- 2.3. Private concerns operated as businesses to make a profit will not usually be considered for a grant. The exception to this is if the council feel that the business is delivering a benefit to the local community and that a contribution from the Council will significantly assist with the set-up and/or operation of the business.
- 2.4. Barnack may offer a loan where it feels a Grant is not suitable.
- 2.5. Applications related to projects which the group will part fund themselves or through other sources are preferred but this is not obligatory.
- 2.6. When completing a grant application form, applicants may wish to include a letter of support giving any further details they feel would assist the Council in arriving at a decision.

### **3. Detailed Criteria**

Applications must comply with the following additional criteria:

- 3.1. Grants to national organisations, or organisations based outside the Parish, must demonstrate that the grant will be seen to benefit residents of Barnack. An example of the type of organisations that might be awarded a grant in this way is the Air Ambulance which provides a service that can directly benefit residents.
- 3.2. Organisations based in Barnack serving a wider area should also apply to other parish councils (where they exist).
- 3.3. No grants will be made to organisations that raise money to give away in grants.

- 3.4. Other than in exceptional circumstances organisations will not be given more than one grant in a financial year.
- 3.5. Local suppliers should be preferred whenever possible.
- 3.6. Barnack reserves the right to give grants that fail to comply with some of the above criteria, provided they believe that the request is in the best interests of the local community and that it is approved at a Council Meeting.
- 3.7. The following documentation must be provided to support the application:
  - Business Plan - where an application is in respect of a commercial operation for the well-being of the community it must be accompanied with a business plan.
  - Quotes: individual items of over £3000, as listed within the grant sum requested, should include at least three like-for-like quotes and an indication which quote is preferred and why (it does not have to be the cheapest). If these quotes are not yet available, the grant may be approved in principle, with final release of funds pending copies of quotes reviewed by the Clerk.
  - Evidence of grant applications and awards received from any other Local Authority, council or other funding organisations must be supplied.
  - Financial Accounts: each application made by a group should be accompanied by a copy of the organisation's up-to-date accounts showing any balances in hand, including any savings or investments, together with a prediction of anticipated expenditure to be incurred in the coming year. Copies of current bank statements should also be attached. No grant to organisations will be made without this information although the Council accepts that a newly formed organisation will have limited financial information available.
  - Copies of Public Liability Insurance Certificates are required for any events or projects. Please also supply any documentation relating to Health & Safety and any relevant Risk Assessments.

#### **4. Conditions**

- 4.1. A person or group of persons having received a grant from the Council must co-operate fully in any evaluation requested by the Council of the way in which the grant was used and the benefits achieved from it.
- 4.2. The Council may ask as a condition that their support is publicised in some way, for instance, in local magazines and social media, or by the addition of a plaque.
- 4.3. Organisations receiving grants must show in their accounts that the grant was received from Barnack Parish Council.
- 4.4. Funds must be spent on the items listed on the Grant Application Form.
- 4.5. Funds no longer required, whether due to change of plan or other underspend, must be returned to Barnack Parish Council.
- 4.6. Funds must be spent within the timelines listed on the Grant Application Form. Where stage payments or phasing is in place, spend should be made before each due date.
- 4.7. Failure to comply with the above conditions may result in Barnack Parish Council requesting the return of the funds.

## 5. How to apply

Complete the attached *Grant Application Form* and attach any required documents, including copies of accounts.

Email the Clerk at [clerk@barnack-pc.gov.uk](mailto:clerk@barnack-pc.gov.uk) or post to The Village Hall, School Road, Barnack, Stamford, PE9 3DZ.

On receipt of application the Clerk will review the documentation, check the attachments and circulate to the Council prior to their next scheduled meeting.

The Council may request that the applicant attend the meeting in order to make a presentation or answer questions.

Barnack Parish Council aim to reply within one week of the Council meeting.

See form below

**Barnack Parish Council**  
**APPLICATION FOR GRANT**

Name of Organisation: \_\_\_\_\_

Address: \_\_\_\_\_

\_\_\_\_\_

Telephone: \_\_\_\_\_ Email: \_\_\_\_\_

Project Name: \_\_\_\_\_ Start date: \_\_\_\_\_

Expected completion date: \_\_\_\_\_ Funds required by date: \_\_\_\_\_

Project Description

PROJECT FINANCIALS	£
Total Project cost	
Amount funded by your organisation	
Amount funded by other organisations/individuals	
Amount Requested from Barnack Parish Council	

The money will be spent on the items(s) listed below. *Please provide name of item(s), supplier, price (net of VAT) and the number of quotes attached.*

The benefits to me/my organisation are described below:

The benefits to Barnack and the local community are described below:

Names and details of other bodies to whom you have applied or been allocated funds.

Name of Organisation	Applied (insert date)	Granted (insert date)	Amount Requested / Received

I believe that my application complies with the Barnack Parish Council Grant Policy and that I am authorised to request this money on behalf of my organisation.

I attach all the requested relevant paperwork per Clause 3.7 above.

SIGNED \_\_\_\_\_ DATED \_\_\_\_\_

POSITION \_\_\_\_\_

Please email this form to the Clerk at [clerk@barnack-pc.gov.uk](mailto:clerk@barnack-pc.gov.uk) or post it to The Village Hall, School Road, Barnack, Stamford, PE9 3DZ.

*Please add extra sheets if insufficient space on this form*