



# Baughurst Parish Council

## Grants Policy

### INTRODUCTION BY BAUGHURST PARISH COUNCIL

This is the Grants Policy for Baughurst Parish Council (BPC) that identifies how organisations and groups can apply to the BPC for a grant to support their activities.

Baughurst Parish Council is funded by its residents through the precept, that is a sum set by the council during its budget process. BPC sets aside a proportion of its annual budget for grants which it makes available to support charitable and other not-for profit organisations operating for the benefit of its residents. BPC also receives funds from the Community Infrastructure Levy which it has the power to spend on infrastructure projects.

A Parish Council has the ability under legal powers to award grants which, in the council's opinion will bring a direct benefit to the parish or some or all of its inhabitants.

BPC is committed to aiding and supporting community organisations located and operating in Baughurst, with a view to improve their effectiveness, enhance the local environment and achieve value for money.

This Policy aims to provide guidance, structure and consistency to the decision-making process to ensure that decisions made are informed, open, transparent and rational. The rationale and justification of each application regardless of whether approved or rejected will be recorded in the minutes of an appropriate council meeting.

This Grants Policy was adopted by the council at its meeting held on 22 March 2024.

#### Contents

<b>INTRODUCTION BY BAUGHURST PARISH COUNCIL .....</b>	<b>1</b>
<b>1. Objectives of the policy .....</b>	<b>2</b>
<b>2. Eligibility for a grant .....</b>	<b>2</b>
<b>3. Application process .....</b>	<b>3</b>
<b>4. Decision process.....</b>	<b>4</b>
<b>a. Grant award approved .....</b>	<b>4</b>
<b>b. Grant award refused .....</b>	<b>5</b>
<b>APPENDIX 1 AMENDMENT HISTORY .....</b>	<b>6</b>



# Baughurst Parish Council

## 1. Objectives of the policy

This policy has been produced with the following guiding principles:

- To provide a process through which grants are awarded by the council which is transparent and fair.
- To provide information to groups that will enable them to understand if their group is eligible for such a grant.
- To provide an easy-to-use on-line mechanism for applying for a grant that will ensure all information is captured and can be easily disseminated to councillors.
- To describe how decisions are made by the council and how the decision is communicated to applicants.

## 2. Eligibility for a grant

The organisation must be eligible to apply for a grant and able to complete the grant application form – a paper copy is available from the Clerk.

Preference will be given to specific projects or activities for an organisation rather than general running cost. Grants in excess of £1,000 will not generally be awarded except in the case of infrastructure projects which can be for any amount within the limits of the infrastructure funding available to the council (please see the Clerk for information).

The criteria for eligibility are set out below.

- I. An organisation requesting a grant should be a not-for-profit organisation and must have access to a bank account.
- II. Such an organisation must be operating or providing a service to the Baughurst community and must evidence that the aims and objectives of the organisation are for the benefit of Baughurst community.
- III. The application is for the organisation only and no monies must be passed on to a third party for their use.
- IV. The application must not be retrospective. The application must be approved prior to the commencement of any works, events or delivery of any service for which the grant will be used.



# Baughurst Parish Council

- V. The funds may only be used for the purpose stated in the application.
- VI. The organisation or project must not be political or quasi-political in nature.
- VII. The organisation's function does not primarily fall under another authority, Eg. Health Authority or Social Services.
- VIII. The application is for a grant to be awarded in the current financial year.
- IX. Newly formed organisations and organisations that have not previously applied for grants are welcome to apply.
- X. Only one successful application per organisation per financial year will be considered.
- XI. Individuals are not able to receive a grant.
- XII. If there are no annual accounts available for the organisation, then up to 6 months bank statements must be submitted with the application.

### 3. Application process

The application form for a grant from Baughurst Parish Council can be access through [this link](#). A QR Code is included below for printed versions of this



document. Alternatively, the application form may be accessed from the council's website at [Grant Application - Baughurst Parish Council - Baughurst Parish Council, Baughurst, Tadley \(baughurst-pc.gov.uk\)](#)

Applications will be considered at each Parish Council meetings but will need to be delivered at least 14 days in advance of a council meeting to ensure that it can be considered at that meeting.

Additional information to support the grant application is welcomed. This can be, for instance, details of non-grant funding such as fund-raising events, membership fees etc, or other forms of funding expected to support the project.

The application must be accompanied by the constitution, the last AGM minutes and the latest audited accounts for the organisation, if available.



# **Baughurst Parish Council**

The Parish Council will only accept up to 6 months consecutive bank statements for all accounts if latest annual accounts cannot be submitted,



# Baughurst Parish Council

however in this instance a letter explaining why they are not present must be submitted with the application.

For an infrastructure project, supporting information will be required as follows:

- Three like-for-like competitive quotes for the work being applying for
- The project specification
- Proof of ownership, permission from the owner or trustee documentation

Supporting documentation should be emailed to: [clerk@baughurst-pc.gov.uk](mailto:clerk@baughurst-pc.gov.uk). To provide supporting evidence that is not electronic, please contact the clerk either via email or on 07746 756007.

Baughurst Parish Council will confirm receipt of the application and whether all required information has been received. The council may ask for further information if necessary. Applications will be considered at the appropriate Parish Council meeting, and the organisation's representatives will be able to attend to speak in support of the application.

The assessment process is competitive and not all applications will be funded. There is no right of appeal against the decision of the council. Should a project be refused this does not preclude the applicant from applying for a different project.

## **4. Decision process**

The applicant will be advised of the decision within fourteen days of the council meeting.

### **a. Grant award approved**

Conditions may be set by the council with regards to the spending of the funds.

The Council will decide which power they will use for the grant funding and hence the source of the funds. This decision may also affect the conditions set for the grant funding.

Payment of the grant monies awarded will be made by electronic transfer within one calendar month of the decision.

The details of the payment will be recorded in Baughurst Grant register, including the rationale for making the award together with the legal power



# Baughurst Parish Council

used to issue the grant.

If for any reason the organisation disbands, or the project is not completed the council may ask for all or part of the funds to be returned.

Baughurst Parish Council requires a report regarding the spending of the funds to be submitted to the Parish Clerk by the 1st of March each year or when the project is completed, whichever is sooner. The Parish Council will review the use of the grant with the organisation as part of its internal governance programme.

Baughurst Parish Council reserves the right to use the awarding of the grant in publicity materials including the details of the organisation that received the award and the details of the project or activity supported.

## **b. Grant award refused**

Baughurst Parish Council reserves the right to refuse any grant application.

Refusal does not preclude any subsequent application.

The council will respond to the applicant with the rationale for refusing the application, which will also be recorded in the Baughurst grants register.



# Baughurst Parish Council

## APPENDIX 1 AMENDMENT HISTORY

This is version 1.1 of the Grants policy. Version 1.1 was created following review of Version 1.0 in March 2024 at the General Purposes Committee.

Section	Update
Introduction	Amended to include CIL funding and infrastructure projects.
Section 2	Amended to allow CIL funded projects to be greater than £1,000.
Section 3	Updated to reflect the inclusion of infrastructure projects within the application process.
Section 4	Amended to include the power to be sued for funding a project, which may attract conditions to the project.
Grant Form	The MF Forms Grant Form has been amended to allow for infrastructure projects to be funded with further details of the project being sought.

Created: March 2024

Review date: March 2028