

Introduction

A grant is any payment or gift made by Brookenby Parish Council to 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 Parish Council.

Brookenby Parish Council operates a single type of grant, a Section S137 grant.

The law requires that Section 137 grants must be “in the interests of or will directly benefit the area or its inhabitants, or of part of it, or some of it” and “the direct benefit should be commensurate with expenditure”.

Who can apply?

Local community groups, voluntary organisations and sports/recreational clubs, all of these must be of a “not for profit” nature.

How can the grants be used and how are they decided?

Grants can normally only be used for capital projects and not for revenue support.

Brookenby Parish Council awards grants, at its discretion, to organisations which can demonstrate a clear need for financial support to achieve an objective which will benefit the Parish by:

- providing a service;
- enhancing the quality of life;
- improving the environment, and promoting the Parish of in a positive way.

The Parish Council will hear the application and make a final decision. Each application will be assessed on its own merits.

How should an application be made?

All applications are to be made in writing to the Clerk of the Council who will bring them to the attention of the full Council.

What is required with the application?

- A detailed description of the project or activity for which the grant is sought. The proposals for monitoring project or activity success are to be expressed using the SMART criteria (Specific, Measurable, Achievable, Relevant and Time related)

- A detailed budget plan and supporting evidence.
- A copy of your organisation's Constitution, Terms of Reference or Rules.
- Evidence of other awards obtained or sought towards the project, e.g. lottery or other funding.

VAT

Brookenby Parish Council grant awards will not cover reclaimable VAT.

What will not normally be funded

The following will not normally be funded:

- Private individuals.
- The activities of political organisations.
- The activities of religious organisations, unless they can show they operate clear and open community activities which do not require membership or connection to the organisation and that the application will be of benefit to the community.
- General operational and maintenance costs.
- Events that have already occurred, equipment already purchased, works already started or completed.
- Repayment of loans or cost of services, equipment or provisions in anticipation of a grant.
- Organisations that have a closed or restricted membership.
- Organisations that are the responsibility of another public body/agency, however some form of matched/joint funding might be considered.
- "Upward funder" i.e. local groups where fund-raising is sent to a central HQ for redistribution.
- Purposes for which there is a statutory duty upon other local or central government departments to fund or provide.

This list is not exclusive, and may be added to at the council's discretion.

Grant conditions.

The grant can only be used for the purpose stated in the application and the Council reserves the right to reclaim any grant not being used for the specified purpose of the application.

Organisations are responsible for ensuring that they are in compliance with all legal requirements.

Should for any reason the organisation disband during the period of the grant the Council may ask for all or part of the monies to be paid back.

Prior approval of the Council is required if any change of purpose of the grant is required.

Organisations must contact the Council before disposing of any equipment or resources purchased or part purchased with a grant from the Council.

The Council reserves the right to monitor the use of the grant, the organisation will allow reasonable access to premises/accounts upon request from the Parish Clerk.

To be eligible for a grant, an organisation shall meet or exceed all the requirements of the Equality Act 2010.

Reporting

All grants awarded will be subject to a 6 month 'report back' to Brookenby Parish Council as to the progress and/or community benefit.

Failure to return a 'report back' may result in the Council asking for all or part of the monies to be paid back.

Publicising the Grant

Brookenby Parish Council may require that grants are publicised. Any requirements to do so will be set out in the grant agreement letter".

Changes During the Grant Period

The applicant is required to use the grant money as specified in the application and grant funding agreement. It is, however, recognised that during the grant period exceptional circumstances may arise where applicants need to change elements of a project.

Such changes may include, but are not limited to;

- changes to use of buildings, equipment or any other assets bought with the grant;
- disposing of or selling any of the assets;
- closing, selling or transferring the organisation that's associated with the grant.

Applicants must obtain the consent, in writing, of Brookenby Parish Council before any changes to a project.

If agreement is not obtained but the applicant proceeds with the change(s) the grant is repayable in part or full.

This proviso applies for five years after the grant payment.