Bournheath Parish Council
Grants and donation policy

1. The Parish Council will allocate a budget each year specifically for donations and grant funding which will be determined as part of the annual budget process.

2. On receipt of an application for grant funding submitted on the approved application form, available from the Clerk, the Parish Council will prioritise all those applications which address one or more of the following:
    a. Create a safer and stronger community.
    b. Encourage and develop healthy and active lifestyles.
    c. Improve the quality and cleanliness of our environment.
    d. Improve sport and leisure provision and usage.

3. Grants would normally be given to fund the following:
    a. Core costs essential to the administration and management of community and voluntary groups' operations.
    b. Meeting project costs for a specific piece of work undertaken by community or voluntary groups.
    c. Support for local community groups to develop the infrastructure of the parish.
    d. Support the provision of facilities and activities of a sporting nature in the Parish. To organisations or individuals that introduce participation in sports or in areas where there is no existing provision.
    e. Coaching schemes and set-up costs for the provision of activities.
    f. Support activities and encourage participation in the arts. Support for organisations that introduce participation in the arts to new audiences or in areas where there is no existing provision.
    g. Enable community groups to make environmental improvements.

4. To qualify for a donation an application should meet some of the following criteria:
    a. Be of direct benefit to the Parish or its residents.
    b. Be from a Parish based organisation or Parish resident.
    c. Be for a specific purpose.
    d. Enhance the area and offer improvements to the Parish or its inhabitants.
    e. Attract matched funding.
    f. Address the priorities of the Council, with supporting evidence.
    g. Deliver within the geographic boundaries of Bournheath Parish Council.
    h. Demonstrate a clear community need for the project.
    i. Attract support from the community as well as from district & county councillors.
    j. The applicant does not hold reserves more than 12 months' running costs.
    k. The applicant has an open membership policy.
    l. The applicant supports equal opportunities.
    m. Other sources of funding have also been investigated.
    n. The applicant organisation can sustain any project costs incurred.

5. The following situations will not usually be considered favourably:
    a. Where a request is made for more than one year.
    b. Where a request is for unbudgeted expenses.
    c. Where such a donation may replace fund-raising activities.
    d. National or local organisations where there is no specific or perceived benefit directly to the parish or any parishioners.
    e. General and indeterminate fundraising.
    f. Political, faith and educational groups.
    g. Repairs or improvements to buildings used primarily for faith or educational purposes.

6. Applicants must be able to provide:
    a. Estimated costs of the project or activity for which the donation is required.
    b. An explanation as to how the grant is to be spent.
    c. A copy of the current financial status and latest audited accounts.
    d. Facilities for the Parish Council to monitor the project or activities.
    e. A report to the Parish Council on how the donation has been spent on conclusion.

Approved for issue at the Annual Parish Council meeting held on 12/05/2021

Bournheath Parish Council

Grant application form

Please complete this form after reading the parish council's Grants and Donations policy; upon completion, please return via e-mail to clerk@bournheath-pc.gov.uk. In the event of any queries, please contact the Clerk.

Name of organisation applying for grant:		
Name of contact:		
Contact details: **Postal Address** **Post code**		
E-mail and Telephone		
Amount of grant requested	**£**	
Please state here the reason for requesting grant funding and include the total cost of the project. **Continue on separate sheet if necessary**		
Have you applied elsewhere for funding? **If yes, where?**		
Signed on behalf of applicant **Print name**		
Position e.g. chairman		**Date:**

You are expected to provide a copy of your latest accounts to accompany your application. Upon receipt the Clerk will forward your application to the next meeting of the parish council. All parish council meetings are open to the public and you will be notified of the date of the meeting at which your application will be considered.