



## GRANTS POLICY

### Introduction

Bishops Cannings Parish Council has the ability to make funds available under S.137 of the Local Government Act 1972 where no other legislation exists, to benefit the community.

The Council is committed to supporting local voluntary and community groups working towards improving and enhancing Bishops Cannings. At the discretion of the Council, funding can be awarded to those community organisations applying which contribute towards a shared vision for the parish. Projects and activities must have a specific benefit to residents of Bishops Cannings.

Bishops Cannings Parish Council budgets a sum of money every year for grants, which are made available to organisations that address a demonstrable need for financial assistance. The Council acknowledges that some organisations, particularly new or smaller ones, may experience difficulty in completing the application requirements and help will be offered with the process.

### Criteria

- applications must be for projects that benefit the local community;
- an organisation may only submit one application for a grant in any one financial year;
- the organisation must be non-profit making;
- grants are not made for projects retrospectively;
- the organisation must demonstrate a clear need for financial support and show how fund raising has taken place, if applicable;
- organisations will need to provide a constitution or organisational rules;
- organisations applying will need to provide a set of audited accounts for the previous financial year and any other financial information as requested by the Clerk. Organisations just starting up must submit basic financial information (e.g. a bank statement);
- the Council may ask for further information or estimates from contractors for work to be undertaken;
- all grant funding must be claimed by successful applicants before 31<sup>st</sup> March and any unused monies not used for the purpose intended should be returned;
- applicants must acknowledge Bishops Cannings Parish Council's financial support in any publicity or printed material;
- a report must be made about how the grant has been used within six months of completion of the project. Failure to do this may jeopardise future grant applications;

### Application process

All applicants will be required to write a letter to the Council (email applications are permitted) confirming details of the project, including anticipated costs, a named contact and how it will benefit the community.

Subject to funds being available, applications will be invited throughout the year.

All applicants will be contacted within two weeks of the Council's decision.