



BURGHFIELD PARISH COUNCIL **GRANT FUNDING POLICY &** **PROCEDURE**

Burghfield Parish Council (BPC) can offer financial grants to voluntary and charitable organisations, either based in the Parish or providing a service to the residents of Burghfield.

Introduction:

Local councils in England and Wales can rely upon general powers to act and spend money, including the provision of funds (grants) to other organisations or bodies, unless they are restricted from doing so. The powers are as follows:

- (1) S.137 of the Local Government Act 1972
- (2) The General Power of Competence (England, if eligible)

S.137 cannot be used by a local council in England that is eligible to exercise the General Power of Competence except to donate money to certain charities and appeals (section 137(3)).

Overview of the Powers:

General Power of Competence – S.1(1) of the Localism Act 2011 (the 2011 Act) provides that a local authority has power to do anything that individuals generally may do. “Local authority” is defined in s.8 of the 2011 Act and includes an eligible parish council.

Burghfield Parish Council is an eligible council to exercise the General Power of Competence (GPC). In considering how the Parish Council grants public funds to other organisations and bodies, the relationship between S.137 and the GPC is important and has been used to guide the Council’s grants policy and procedures exercised under the GPC.

Availability:

Grants are entirely discretionary and depend on the availability of funds. There are many factors which can change the amount of funding (if any) that could be used for grants. Also, each year is a separate process (and may use different assessment criteria) and so no previous history of funding should be taken as an indication of future funding.

Application process:

Burghfield Parish Council considers applications on an annual basis at its meeting in March. All applications should be sent to the Clerk by the last day of February. Only completed application forms received by this date will be considered at the meeting.

Awards will not exceed the agreed annual budget unless the Parish Council agrees to make an award under exceptional circumstances.

All groups will be treated equally. If an organisation has had a grant previously, they are not guaranteed to receive financial support again, but are not excluded from applying again in a different financial year. A fresh application will be required each time.

Who can apply?

- Any organisation or group which has an active bank or building society account may apply.
- Groups that have received grants include advice groups, charitable organisations, baby and toddler groups, sports clubs, senior citizens and youth groups.
- Applications from churches and schools will be eligible for consideration, subject to the Council’s legal constraints on funding these organisations.

- Grants may not be made to an individual, or a private organisation operated as a business to make a profit or surplus.
- Grants will not be given to general appeals or national organisations (without a locally based group).

What can be funded?

- A project that makes the local community a better place in which to live, work or visit;
- It should benefit people who live in the parish;
- There must be clear evidence that local people support the project and are involved in carrying it out;
- Only one application per financial year is permitted per group

The following are not eligible for grant funding:

- Individuals or private business projects;
- The running costs of any organisation;
- Projects that are the prime statutory responsibility of other government bodies;
- Projects which improve or benefit privately owned land or property;
- Projects which have already been completed or will have been completed by the time the grant is made.

After a grant has been made:

- Any legal expenses incurred as a result of a loan/grant to an organisation must be met by the receiving organisation.
- Evidence that the grant or loan has been used for the purpose for which it was given is required. Copies of invoices for goods received or services rendered are normally sufficient for audit purposes and will be expected at the completion of the project or the end of the financial year, whichever is the first.
- A report on the success of the funding to meet the application should be submitted by 31st August the following year.
- The Parish Council reserves the right to reclaim any grant should it not be used for the purpose for which it was approved, or in the event of the group or organisation folding during the financial year in which the grant was approved

How will decisions be made?

All applications will be judged after the closing date. Decisions will be made by Burghfield Parish Council with its decision being final. Unfortunately the Parish Council may not be able to fund all projects as there may be more applications than there is money available. However, all applications will be considered carefully. Due account will be taken of the extent to which funding has been sought or secured from other sources or the applicant's own fund-raising activities.

How to apply:

Applications should be made by completing an application form available via the parish website: <https://burghfieldparishcouncil.gov.uk/application-for-grant-funding/> and emailed to the Parish Clerk: clerk@burghfieldparishcouncil.gov.uk

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