

**BRADFIELD PARISH
COUNCIL
GRANTS POLICY & GUIDELINES
AS AMENDED April 2019**



General Principles

Bradfield Parish Council is funded only by the local residents of Bradfield Parish and therefore has only limited funds available to assist community organisations located and/or working in Bradfield Parish for the benefit of local residents. The objective of Bradfield Parish Council's Grants Programme is to support and encourage a diverse range of community activities, initiatives and events that meet the needs of Bradfield Parish residents. We particularly look at supporting activities that build the capacity of community groups to support themselves.

Subject to funding being available, Bradfield Parish Council is committed to providing assistance and support to local community groups which are set up to promote community life for Bradfield residents. The Council's financial support is provided by way of Grants which are decided against criteria set by, and which can be amended from time to time by, Bradfield Parish Council.

In order for this Council to be able to rationally and objectively assess applications, many of which will inevitably be totally dissimilar in content, it is both necessary and helpful to assess all applications received against a range of criteria. These are designed to be a general indication of need but are not exclusive and can be flexibly applied.

The Parish Council's Policy on Community Grants is based on the principle of promoting the development of partnerships which encourage and enable local community organisations to deliver local projects to the residents of Bradfield Parish. In general, the following principles apply:

- Assistance will be given on the basis of need, merit and contribution to the local community
- Applicants must clearly show how any assistance given will benefit the people living in Bradfield Parish or will benefit the environment within Bradfield Parish.
- Assistance will only be awarded throughout the year up to a maximum value of £2,000 depending on the Council's budget allocation and may be subject to constraint.

Organisations should not make a presumption that funding will continue on a year to year basis.

PLEASE NOTE:

CRITERIA SPECIFIC TO SCHOOL PARENT AND FRIENDS ASSOCIATIONS HAS BEEN ADOPTED AND IS APPENDED AT THE BACK OF THIS DOCUMENT

The Aims of the Councils Grant making Policy

- To enable local people to participate in voluntary groups and activities.
- To help the Parish's voluntary groups to improve effectiveness.
- To ensure the provision of services, needed by Parish residents, via the voluntary sector.
- To ensure that there is equality of access and opportunity for all Bradfield Parish residents to the services it provides and funds.

(The Parish Council defines a voluntary group as a non-profit making organisation, set up and run by a voluntary, unpaid management committee.)

General Conditions

That the applicants/beneficiaries be requested to recognise the funding received from the Council in any publicity or advertising material provided this can be achieved without incurring extra costs.

There is no general funding for projects. Grants will only be awarded for specific costs and at the discretion of the Council.

No funding is available to contribute to a surplus for charitable distribution or to increase an organisations reserves.

That grants given by the Council must be used by the original applicant and must not be distributed to any other organisation, unless specifically authorised by the Council.

Cheques for grant awards are to be made payable to the organisation applying for the grant. Changes to this rule are at the discretion of the Chair and Vice Chair of the Finance and Staffing Committee and the Chair of the Council.

Grants must be used within 6 months, unless alternative arrangements have been made with the Council.

That applications from national organisations be rejected unless it can be clearly demonstrated that the grant would be used specifically for the inhabitants of the area served by the Council.

That individual applicants be requested to demonstrate why the activity would not take place if the grant was not approved.

That no grants be given to applicants towards the relief of costs or expenses arising from or relating to credit or debts.

Organisations are required to provide a report on how previous monies awarded by the Parish Council have been spent before they receive a further grant.

The non for profit organisation must have clearly stated aims and objectives. Only non-profit organizations are eligible to receive grants. No individuals or for-profit groups may apply. Eligible organizations include historical societies, cultural, community organizations, sports activities etc. Applications for funding should demonstrate contributions applied for or received from other sources.

No grant will be given for the promotion of a party political viewpoint or for the promotion of a particular religion. Applicants must demonstrate that the project will be of benefit to the wider community.

Retrospective applications will only be considered in exceptional circumstances.

Applicants should submit their latest audited accounts providing the organisation has been in existence for at least 18 months. If the organisation has been in existence for less than 18 months evidence that a separate bank account has been opened.

Membership organisations should show number of members and state what percentage live in the Parish.

Applicants must demonstrate equality of access and opportunity.

Details must be provided of any grants your group awards to other groups/organisations.

All groups awarded a grant must complete a monitoring form within 6 months of the grant being awarded. Failure to do so could prejudice any future applications. Groups may be required to report back to Council in person to provide a report.

What are Grants available for?

Bradfield Parish Council's Grants are available all year round.

Activities of the organisation and in particular the project being considered for funding must be readily available to the community of Bradfield Parish in general.

Grants will not be awarded to organisations who already hold surplus funds which are not being used for the general operation of the organisation or delivery of the project and are not earmarked reserves.

All projects are open to the public or serve the public and should reach a broad audience or public.

The capital costs, or a contribution towards the costs of, any new or replacement equipment that may be required to assist the group in its activities

The costs involved in the establishment of a new local voluntary or charitable group.

Where possible, the applicant should give an accurate figure of the number of people benefiting from the use of this money ie the percentage of members residing in the Parish.

Activities Not Eligible for Support include construction, alcoholic beverages, paid performers, food for audiences, travel expenses, the publication of books and programs of direct social or political advocacy.

Bradfield Parish Council do not enter into open ended agreements.

Bradfield Parish will not become a source of income for bodies which otherwise would be provided for by statutory agencies.

We will consider applications more favourably if the organisation receives match funding from other agencies or from their own fundraising. (A grant decision can be made in principle, subject to the receipt of match funding).

Any organisation applying for funding must be open to new members, if appropriate, who agree with their principles.

Applicants must indicate the full scope of the projects and details of the group(s) who will benefit from the grant. Please note that the grant has to benefit the people of Bradfield Parish rather than non residents or just the members of your organisation. Therefore membership needs to be a percentage majority of Bradfield Parish residents.

Who can apply to the Bradfield Parish Council Community Grant Scheme?

Voluntary or community groups based in Bradfield Parish who have a constitution or set of rules or equivalent, a bank or building society account have independently approved annual accounts directly benefit the well-being of the Bradfield Parish people or the environment of Bradfield Parish

How to apply to Bradfield Parish Council for a Community Grant

Application forms are available from Bradfield Parish Council. Write to:

The Clerk
Bradfield Parish Council Offices
Mill Lee Road
Low Bradfield
Sheffield
S6 6LB
Telephone: 01142851375
Email: admin@bradfield-yorks-pc.gov.uk
Website: www.bradfield-yorks-pc.gov.uk

If you need any help or assistance with your application please contact the Clerk via the above address, telephone number or email address.

What happens after I apply to Bradfield Parish Council for a Community Grant?

The Clerk will check your application form and enclosed documents to see if it is complete. If your application is not complete you will be asked for the missing information or you may be contacted for additional information.

Decisions on grants up to £2000 will be assessed using the following criteria:

- a completed application form
- if you have received a grant before
- how your group is set up and managed
- your finances and the financial need for funding
- what need/demand there is for your project
- support and involvement for the wider community
- efforts to secure other sources of funding
- if your project provides value for money for the residents of Bradfield Parish

All grants will be reviewed and categorised according to their main aim, as follows:

- social benefit: advice
- social benefit: work with adults
- social benefit: work with children/young adults
- social benefit: provision of goods
- sport
- culture including performing arts and drama groups
- interest groups
- environment

This will allow the Council to allocate monies fairly across all main streams. However, each application will still be awarded according to its own merit. Thus a sole application in any one category is not guaranteed a grant; equally well an oversubscribed category could still allocate funds to all applicants that provide a service to the people of Bradfield Parish.

All grants must demonstrate that they will :

- enhance the quality of life of the people of Bradfield Parish,
- improve the environment of the people of Bradfield Parish,
- promote the good name of Bradfield Parish through their achievement and participation.

What information will I have to provide?

- Your aim and objectives
- Your organisations constitution or set of rules and your annual report if applicable.
- The most recent copy of your approved accounts.
- Copies of any permissions required for third party use. (e.g. licences or land rent)
- A copy of your current public liability cover (the Council reserves the right to request a further copy of your public liability cover during the period of the grant)
- An explanation of any reserves you hold and if these are earmarked for specific expenditure.
- Demonstrate that you are actively applying for additional funding or support in kind for your organisation from external sources other than the Parish Council.
- Quantify project costings.
- Details of grants awarded by you to others.

Applicants may be invited in person to present their applications and answer questions.

What happens if I get a grant?

Grants must only be used for the purpose applied for. The funds available in the form of grants are limited and a bid might be successful but still only receive a percentage of the grant requested.

For all successful grant bids the applicant must comply with their commitment to keep Bradfield Parish Council informed of their progress by returning the

monitoring form by the specified time. Non-compliance with this commitment may reflect negatively on future grant applications.

Bradfield Parish Council reserves the right to pay large grants in stages or in one lump sum. This will depend on the grant amount and the timescale of the project. Any amount not used **MUST** be repaid in full. Recognition must be given to Bradfield Parish Council for any contribution given; this might include listing on any advertising.

Failure to comply with any conditions attached to a grant may result in the grant being repaid or affect future grant assistance. In order to safeguard the best interests of its parishioners, the Council reserves the right to investigate any activity which they agree to support and if necessary take action to recover any money that has not been spent according to the application.

What is the time-scale for awards?

Applications may be submitted at any time. Following a successful award the grant will be paid by cheque. The cheque will be made payable to the organisation applying for the grant and posted out as soon as practicable.

Conclusion

The grant system exists to benefit local people. To this end these guidelines should help make the grant system fairer and more accessible to all eligible parties. Bradfield Parish Council aims to raise the profile of its grant-giving powers in order to encourage competition and maximise value for money. To ensure continued optimal running of the 'grant applications', these guidelines should be reviewed annually.

Bradfield Parish Council Grant Applications

A Guide for School Parents and Friends Associations

We are delighted to receive applications for small grants from local community groups, including from the parents and friends associations of schools within the Parish. However, as the number of applicant groups increases, we need to make sure that we award grants as fairly as possible and with maximum impact within the Parish.

To make sure your application fulfils our criteria and therefore to increase your chances of success, please read the following advice carefully.

- *If you have funds in the bank or cash in hand you **must** state if any of the money has already been allocated and describe what it will be used for. We will not award a grant if you have a large sum of money in the bank and no plans to spend it.*
- *The Council cannot make a grant towards any item or activity where the principle aim is to deliver the National Curriculum e.g. books, IT equipment, school trip.*
- *Your application must be for a grant toward a specific, one-off project or activity, not towards general running costs. For example we may make a grant towards the cost of printing tickets for a raffle, but not towards stocks of napkins for ongoing catering.*
- *The Council is more likely to accept applications where a large number of people would benefit from the award. We are therefore unlikely to grant requests where there would be little community benefit, for example if the money is to be used all or in part as a cash prize.*
- *The grant must fund something tangible such as benches or play equipment, not professional costs such as insurance, hire of equipment etc.*
- *If your application is successful, we will require you to publicise the award and use the name Bradfield Parish Council in any publicity associated with the project for which the award was made.*