

## **Bersted Parish Council**

### **GRANT AWARDING POLICIES**

Bersted Parish Council is able to make monetary grants to organisations that work for the benefit of the local community within Bersted Parish. Any organisation can make one grant application per year. The Council regrets that it is not able to make grants to individuals.

Grants are considered annually at the F&GP Committee meeting held in January. Completed applications must be received by the published deadline, to enable time to peruse them prior to the January F&GP meeting. Final agreement of the decision will be ratified at the following Council Meeting in February and awards will be distributed in April.

If any grant funding money remains new applications can be made and will be reviewed, at the June F&GP meeting and subsequently ratified at the following month's Council Meeting.

Applying does not mean you will definitely or automatically receive a grant, or you will receive the full amount of the sum you requested. An organisation is not discouraged from applying each year but, if one year there are a number of applications received, or received from organisations which have never or rarely receive a grant and look to be in need of assistance, your application may be turned down. The Council does not have a never ending or very large grant budget so the amounts awarded relatively small. It does replenish its budget annually so there is always another chance to apply.

**Cllr Brian Knight Chairman**

**Cllr David Lainchbury F&GP Committee Chairman**

Applications in writing to the Clerk to the Council: Debbie Holcombe

Address:

Bersted Parish Council  
The Community Centre  
Chalcraft Lane  
North Bersted  
West Sussex  
PO21 5TU

Tel: 01243 842221

Email: [clerk@bersted-pc.gov.uk](mailto:clerk@bersted-pc.gov.uk)

## **CONDITIONS OF FUNDING**

1 Applications will be considered from charitable or non-profit making organisations. Applications will be considered for individual projects only.

2 Applications must include a cost / benefit analysis and demonstrate a benefit to a group of people within the Parish.

3 Applications WILL NOT be considered:

- from organisations intending to support or oppose any particular political party or to discriminate on the grounds of race or religion
- from private organisations operated as a business to make a profit or surplus
- for projects which benefit individuals
- for day-to-day running costs
- for expenditure which has already occurred

4 Applications will not normally be considered from national organisations or local groups with access to funds from national “umbrella” or “parent” organisations, unless funds are not available from their national bodies, or the funds available are inadequate for a specified project.

5 Applications from religious groups will be considered where a clear benefit to the wider community can be demonstrated irrespective of their religious beliefs. Compliance with this requirement will need to be demonstrated throughout the project.

6 Applications from education, health or social service establishments will be considered only where the organisation can demonstrate that it is working in partnership with other groups and where there are benefits to the wider community within the Parish.

7 The organisation will normally be expected to have clearly written aims and objectives, a written constitution and membership rules, copies of which should be submitted as part of the application. In addition, an organisation must demonstrate that it is properly managed and able to run its affairs responsibly.

8 All applications must demonstrate clearly how a grant or subsidy will be of benefit to the local community within the Parish.

9 An organisation is required to submit audited accounts or accounts that have been independently examined by a suitably qualified person, for the previous two financial years or, in the case of a newly formed organisation, a detailed budget and business plan.

10 An organisation is required to have a bank account in its own name with two authorised representatives required to sign each cheque.

11 Ongoing commitments to award grants or subsidies in future years will not be made. A fresh application will be required each year.

12 Each application will be assessed on its own merits and will be considered along with other applications at a meeting of the Parish Council.

To ensure as fair a distribution as possible, the Committee will take into account the amount and frequency of previous awards.

13 Due account will be taken of the extent to which funding has been sought or secured from other sources or own fund-raising activities. Further details of other organisations that may be supportive may be obtained from the Parish Clerk.

14 If approved by the Council, the grant will be paid by cheque. It must be acknowledged promptly by the organisation, stating the amount received.

15 Any grant must only be used for the purpose for which it was awarded unless the written approval of the Parish Council has been obtained for a change in use of the grant monies, and that any unspent portion of the grant must be returned to the Parish Council by the end of the financial year following the year in which it was awarded.

16 The Parish Council reserves the right to request feedback or receipts to demonstrate how the money has been spent and/or to inspect the outcome of the expenditure.