

## BOUGHTON PARISH COUNCIL

### COMMUNITY GRANT POLICY 2023

Grant Criteria (please read carefully before making your application)

1. Boughton Parish Council allocates money each year to a grant fund for local organisations. Grant applications are invited from community organisations and groups.
2. Applications can only be accepted from groups with a fully-constituted committee and a bank account in the group's name. Grants may only be made to assist local community organisations and groups that provide social, cultural, educational, recreational or sporting activities from which some or all of the local community may benefit.
3. The total amount available for distribution in any one financial year (1 April to 31 March) forms part of the Council's Budget and is decided annually. The total budget for 2023-24 is up to £5,000.
4. Typically, the maximum amount payable per grant is up to £1,000. However, all circumstances will be considered and applications are decided on a case by case basis with regard given to the maximum budget set for the financial year
5. At the discretion of the Parish Council, organisations and groups will only be eligible to receive one grant per annum.
6. Upon receipt of a completed grant application, the Parish Council will consider the application at the next Council meeting. All documentation must be submitted to the Clerk in the month prior to the meeting you wish the application to be considered. e.g. submit the grant application by the end of May for it to be considered in the June meeting. Council meetings are held the second Monday of each month, except for August.
7. Applications must be made on the prescribed form and must be signed by an office holder of the applicant organisation or group. All questions must be answered.
8. All valid grant applications will be considered but may be awarded a percentage of the requested amount. The awarding of any grant is at the sole discretion of the Parish Council.
9. It is anticipated that other grant funding sources will have been considered at the same time, or prior to, submitting a grant application to the Parish Council.

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10. Successful applicants, who will be notified in writing, must:

- a) only use the grant for the purposes stated in the application
- b) use the funds within 6 months of receiving the grant
- c) provide confirmation, within 9 months of the grant being awarded that the grant has been used in accordance with the application

Please ensure that all sections of the application form are fully completed; attach separate documents where applicable.

Failure to comply with these conditions may result in the applicant being required to repay some or all of the grant to the Parish Council.

*Please return your completed form to: -*

*Ciara Wanstall – [clerk@boughtonparishcouncil.co.uk](mailto:clerk@boughtonparishcouncil.co.uk)*

*If you have completed a hard copy form, please contact the Clerk on 07918329763.*

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### COMMUNITY GRANT APPLICATION FORM 2022

<b>SECTION A: DETAILS OF APPLICANT ORGANISATION</b>
Name of Organisation:  <i>(if funding is approved the cheque will be made payable to the above)</i>
Main Contact Name and Position within Organisation (e.g. Secretary/Treasurer)
Organisations official address
Telephone Number (indicate day and / or evening):
E-mail:
What are the main activities of your organisation?
What is the status of your organisation?  Voluntary or Community Organisation    Yes / No Sports or other type of club                      Yes / No Other (please provide details)  If your organisation is a registered charity please give registration number .....
What is the total <u>annual</u> income and expenditure of your organisation?  Income and source (e.g. membership fees, bar and social events etc): £  Expenditure: £
<b>SECTION B: APPLICATION FOR FUNDS</b>
Please describe the project location or venue: -

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Please give a brief description of the project. Give as much detail as possible and continue on a separate sheet if necessary: -

How much money are you requesting from Boughton Parish Council? £

Where possible please provide at least two estimates for work or equipment.

What percentage of the total expenditure does the sum applied for represent? %

Are you seeking to match this request for funding in any way? Yes / No

If 'Yes' please specify:

a) source

b) amount £

Do you or will you receive funding from any other source? Yes / No

If 'Yes' please specify.

a) source

b) amount £

Does your organisation have a bank account? Yes / No

### Supporting Information

A range of supporting information helps the Council to assess your application in detail. Please, therefore, enclose a copy of the following: -

Latest available Annual Report Yes / No

Latest available Statement of Accounts Yes / No

Where more or one of the above is omitted please explain why: -

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Are the majority of your regular participants drawn from the Boughton community area?  
Yes /No

**Supporting information checklist**

Where relevant please ensure that the following documents are submitted with your application (accounts and bank statements must always be submitted).

Tick to confirm enclosure

Group constitution or set of rules

Copy of the most recent/audited accounts

Evidence of planning permission (if necessary)

Evidence of secured funding or applications for other funding

Quotes/Estimates for capital items and works over £500

Latest available Annual Report

Latest available statement of Accounts

**SECTION C: DECLARATION**

I confirm that I am authorised to make this application on behalf of the organisation detailed above and that the information that I have provided is correct to the best of my knowledge. If this application is successful the grant will only be used for the purposes specified in this application.

Signed:

Name and position:

Dated:

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