

# BOUGHTON UNDER BLEAN PARISH COUNCIL

## Grants & Donations Policy

Adopted: 20 October 2023

Next review: October 2025

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The aim of this policy is to encourage and support activities and projects which will benefit the Parish of Boughton under Blean.

### **Definitions**

A grant is awarded for a particular defined purpose. A donation is awarded for general purposes. Both are awarded for the benefit of the local parish only.

### **Expenditure**

Under Section 137 of the Local Government Act 1972, Boughton under Blean Parish Council has restricted powers to award grants and donations to groups or organisations for the purposes of bringing a direct benefit to the parish or its residents.

The Parish Council makes provision for awarding grants and donations within its annual budget. Any grants and donations made available for such purposes are funded directly from the Parish Precept. The Parish Council receives no other significant monies from any source (with the exception of grant monies received for particular projects which are ring-fenced for that purpose).

### **Policy**

The Council will award grants to organisations or worthy causes with a not for profit aim and will benefit the Parish by:

- Providing a service
- Enhancing the quality of life
- Improving the environment
- Promoting the Parish of Boughton under Blean in a positive way

The organisation making a grant request should be a non-profit making voluntary organisation where membership is open (i.e. no discrimination of membership on grounds of sex, race, religion, political interest etc.)

Only one application for a grant will be considered from an organisation in any one financial year. Ongoing commitments to award grants in future years will not be made. A fresh application will be required each year. This will be at the discretion of the council.

### **Applications**

1. All applications for grants or donations shall be made using the application form and submitted to the Clerk to the Council. Applications which meet the Council's criteria will be considered at the next meeting of the Council.
2. The grant available is limited to a maximum of £250 per application.
3. If the Council considers that there are exceptional circumstances then it can decide to exceed these limits.
4. Only one grant will be given to any group or organisation, or for any particular purpose, in any financial year (1st April to 31st March).
5. Grants cannot be awarded retrospectively.

**Conditions**

1. The Parish Council will assess applications with particular reference to the number of Parishioners likely to benefit, or whether any particular category of Parishioners would receive specific benefit. Where a request for a grant/donation is agreed, the Council shall determine the amount, using the figure stated by the applicant as a guide only.
2. The grant or donation shall be used only for the stated purpose otherwise the monies shall be returned to the Council, except where the Council's prior written consent has been given for the funds to be used for another purpose.
3. The Council may request that applicants provide written feedback explaining how the grant/donation has benefited their group/organisation. If feedback is required, this will be communicated in the decision letter.
4. The Council reserves the right to request repayment of any grant/donation where an applicant does not comply with these conditions.

**Notes**

1. The Council's decision on any application is final and there is no right of appeal.
2. The Council reserves the right to decline any application without giving reasons for its decision.
3. The Council will not commit to any continuing expenditure.
4. Where a Member of the Council is a member of a group/organisation applying for funding, that Member must declare, in accordance with its Code of Conduct, an interest in the matter and refrain from voting. Advice may be sought from the Monitoring Officer.

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## Grant Application Form

All applications for grants must be made by completing this application form and returning it to the Parish Clerk.

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

Post to: Parish Office, PO Box 310, Faversham, Kent ME13 3EA

Applicant contact details	
Name of organisation	
Contact name	
Position within organisation	
Contact address	
Daytime telephone number	
Email address	

Project details	
Is the organisation a registered charity?	Yes/No ( <i>please delete as relevant</i> )
If YES, please include your Charity Number	
Does your group have a record of accounts?	
If YES, please attach a copy of your most recent accounts or latest bank statement/balance sheet to the application	

**Please provide a description of your project, explaining what the grant funding will be used for**

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Amount of grant requested	£
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Total cost of project	£
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If the total cost of the project is more than the grant, how will the residue be financed?	£
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Has your organisation sought income from other sources (eg fundraising, other grants)	Yes/No <i>(please delete as relevant)</i>
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If YES, please provide details below

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Who will benefit from the project?	
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Approximately how many of those who will benefit are residents of Boughton under Blean Parish?	
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**If successful, your grant will be paid via BACS payment. Please provide details for the bank account you would payment to be transferred to:**

Account Name	
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Sort Code	
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Account Number	
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## Declaration

By signing this form, you are confirming that:

- You are an official representative of your group and are authorised to apply for funding
- Your details can be held by Boughton under Blean Parish Council in accordance with the Data Protection Act to administer the grants process
- You have read and understood the Grants & Donations Policy
- If successful, you will be required to adhere to any monitoring arrangements that may be specified by the Parish Council at the time the grant is awarded
- The information provided in this application is a fair and accurate description of your group and project for which you are seeking funding. Misleading or inaccurate information may result in your application being rejected.

Signed	
Name ( <i>please print</i> )	
Position within organisation	
Date	

**Please submit any other information which you feel will support this application.**