



## Banwell Parish Council Grant Awarding Policy

### GRANTS FROM THE PARISH COUNCIL - General information and guidelines

- Applications for grants will be considered if they are permissible within their statutory powers from Registered Charities, Voluntary Groups or Community Organisations. Grants will be considered within the financial constraints of the Parish Council.
- To qualify for an award the applicant must be able to demonstrate that any funding from the Council will benefit the Parish, or residents of the Parish.
- Grant applications will normally be considered by the Council at their **June / July** meeting. Dates and times are available from the Clerk or from the Parish Council website.
- The applicant is welcome to attend the meeting at which the application is to be considered and at the Chairman's discretion may address the Councillors to give background and further information for a maximum period of three minutes.
- Applications should be in writing, on the attached form.
- An environmental grant is also available through the Parish Council from New Solar Banwell.

### Purpose of Grant

1. For the purchase of equipment either in part or in full.
2. Funding of transport that will enable group members to partake in a group trip or outing regardless of their incomes.
3. Contributing toward running costs of a group/organisation serving parishioners.
4. Training activities, or to purchase the expertise of an outside trainer/ instructor/ facilitator.
5. Activities that raise the profile of the area.
6. Hosting special events or celebrations.
7. Provision of recreational facilities.
8. The environmental grant is available when it is deemed it is of benefit to the local environment.

### Conditions

1. Grants may not be awarded to individuals.
2. Additional applications within a 12-month period will not normally be considered.
3. The award must be used for the purpose for which the application was made.
4. If the group is unable to use the award for the stated purpose, all monies must be returned to the Council.
5. All awards must be properly accounted for and evidence of expenditure should be supplied as requested. If the Council is not satisfied with the arrangements, they reserve the right to request a refund of monies awarded.
6. Donations to Registered Charities in response to a general fundraising appeal will normally be restricted to an upper limit of £100 but will be decided upon on a case-to-case basis.
7. Groups operating outside the parish boundary will normally be limited to an upper limit of £50 but will be decided upon on a case-to-case basis.
8. Donations of over £2000 are subject to additional requirements which include yearly accounts which show the money went in and a written record of what the grant was spent on.

### Eligibility

1. Any Registered Charity, Voluntary Group or Community Organisation.
2. Agencies that operate within Banwell Parish and are of benefit to the local community, with the following provisos:
  - The Council will not fund activities considered to be the responsibility of a Statutory Authority.
  - The Council cannot fund activities outside its legally defined powers and functions.

**BANWELL PARISH COUNCIL - GRANT APPLICATION FORM**

Name of organisation	
Name on bank account (for cheque payments)	
Registered Charity/Charity Number	Yes / No
Contact name and position with the group	
Contact name's home address	
Contact name's telephone number and email address.	
Purpose for which the grant would be used and who will benefit from it (in particular in reference to Banwell residents).	
Describe the evidence you have obtained that shows a need for the grant.	
Grant amount being requested including a breakdown of costs.	
Number of members in the Group	
Total spent by the group in the year <small>(Any figures should be for the last financial year of the organisation).</small>	
Total received by the group in the year	
Who has also been approached for funding for this project.	
Main income sources – please itemise <small>(A summary statement of accounts (e.g. receipts and payments plus the bank balance) should be attached. It is preferable, but not essential, if the accounts have been audited).</small>	
Current bank balance (please state date)	
Special/other considerations	

I declare that to the best of my knowledge the statement made in this application form, including any accompanying sheets, are true.

Signature..... Date.....  
(Electronic submissions can use electronic signatures)

This form should be submitted to the Parish Council either by email: [clerk@banwellparishcouncil.org.uk](mailto:clerk@banwellparishcouncil.org.uk) or to the Parish Office, Banwell Youth & Community Centre, West Street Banwell. BS29 6DB.