

# **GRANT AID POLICY**

## **INTRODUCTION**

1. Bramshott & Liphook Parish Council has some limited funding to support organisations and projects within the Parish. The Council in approving grants will operate within the guideline stated, but reserves the right to agree small one-off grants for organisations that would not meet the normal criteria.
2. Organisations that meet the criteria should not assume that grants will automatically be approved. Grants will be approved on an annual basis based on a full application and supporting papers.
3. Bramshott & Liphook Parish Council welcomes applications for grants from organisations and groups wishing to provide services or facilities in the Parish. Where an applicant organisation operates outside the parish, the Council will require confirmation that any grant will be spent, either on items to be used within the Parish, or to the benefit of Parishioners.

## **GRANT AID**

4. All grants requests will be considered on an annual basis and the Council will no longer distinguish between one-off and core clients. There will be no Community Chest Grants available at present so all grant requests should be made through this application process.
5. Funding is available for all “not for profit” organisations. The grant may be used to assist with the initial set-up of an organisation or the running costs of an established organisation

## **CRITERIA FOR GRANTING OF FUNDS**

6. The following criteria will apply:
  - a. A grant may take the form of a payment or the free use of Parish Council Facilities.
  - b. An organisations unallocated reserves must be provided and will be taken into account in deciding the level, if any, of grant funding.
  - c. No applicant can apply for more than one cash grant or free use grant in any financial year.
  - d. The organisation should be seeking other financial support in addition to that provided by the Parish Council
  - e. There will be no maximum grant figure. The Council will look at applications received and allocate the available funding. Applicants should understand that

the overall funding available is small and it may be necessary to limit the amount allocated. Any restrictions will not be pro-rata, but based on the merit of the application.

- f. Individuals, organisations, groups and all activities which have been funded by grant from Bramshott & Liphook Parish Council are to display either the Parish Council logo including the words “supported by” or the text “Supported by Grant Aid from Bramshott & Liphook Parish Council” on all materials used.

## **PROCEDURES**

7. The following Procedure will apply:
  - a. All applicants whether new or previous beneficiaries must complete a grant application form. Forms are available from the Parish Office (01428 722899) and the website [www.bramshottandliphook-pc.gov.uk](http://www.bramshottandliphook-pc.gov.uk).
  - b. Organisations seeking funds must provide copies of their latest accounts and grant funding will not be considered without this.
  - c. **Application must be received by 30<sup>th</sup> November 2015** for grant approval in the following financial year.
  - d. A small sum will be retained by the Council for small grants of up to £100 which can apply for at any time during the year.
  - e. Individuals may make supporting statements and be available to answer questions at the appropriate committee meetings. The decisions of the Council will be final.

If you would like any help in completing your grant application form or to discuss the grant awarding criteria, please contact the Executive Officer on 01428 722988.

*Revised 21/09/2015 – Executive Officer*