



Jane Sawyer
Parish Clerk/RFO

BRAMSHOTT & LIPHOOK PARISH COUNCIL

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GRANT AID POLICY

Adopted: 11th September 2023

Review date: September 2024

INTRODUCTION

Bramshott & Liphook Parish Council has some limited funding to support organisations and projects within the Parish. The Council when approving grants, will operate within the guideline stated, but may agree small one-off grants for organisations that would not meet the normal criteria.

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.

Bramshott & Liphook Parish Council welcomes applications for grants from organisations and groups wishing to provide services or facilities in the Parish or for the benefit of residents. 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.

The Parish Council are only able to provide grants where we have the legal powers to do so. We will advise applicants if we are unable to support their application.

GRANT AID

All grants requests will be considered on an annual basis and no assumption should be made that funding will be ongoing.

Funding is available for all “not for profit” organisations. The grant may be used to assist with the initial set-up of an organisation, the running costs of an established organisation or as a contribution to one off exceptional costs.

CRITERIA FOR GRANTING OF FUNDS

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 seek where possible, other financial support in addition to that provided by the Parish Council
- e. The Council will assess applications with particular reference to the number of residents who will benefit and whether any particular category of residents would receive specific benefit, for example young children, teenagers, the elderly, the disabled.
- f. There will be no maximum grant figure. The Council will look at total applications received by the deadline 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 allocated pro-rata across all applications but based on the merit of individual applications.
- g. 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.
- h. The grant can only be used for the stated purpose set out in the application. Any change to this must have the consent in writing of the Council. Where this is not complied with the Council reserves the right to as for repayment of the grant.
- i. Grants cannot be awarded retrospectively for any event or project.
- j. The Council reserves the right to decline an application without giving reasons for its decision.

PROCEDURES

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 722988) and the website 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 30th November 2023** 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 be applied for at any time during the year.
- e. Individuals may make supporting statements and will be invited to attend the Council meeting where decisions about their application will be made, and may be invited to answer questions about their application.
- f. Where a Councillor is a member of a group/organisation applying for funding, the Council must declare an interest in the matter and refrain from voting.
- g. 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 Clerk, Jane Sawyer, on 01428 722988 or by email to clerk@bramshottandliphook-pc.gov.uk.