

BOURTON ON THE WATER PARISH COUNCIL

GRANTS POLICY

General

1. Any organisation seeking a grant must be based in Bourton on the Water or must provide services that offer a direct benefit to a significant sector of the local community.
2. Preference will be given to locally based organisations.
3. Application for all grants must be made to the Council in writing on forms provided by the Clerk.
4. All grants will be considered annually at the September Council meeting to enable appropriate financial provision to be made at the November Finance Committee Meeting. All applications must therefore be received by the Clerk no later than 20th August in each year.
5. Any grants issued for a specific purpose must be repaid immediately in the event that the applicant is aware that the equipment or services which are the subject of the grant award will not be required.

Small Grants (under £1,000)

1. The maximum sum payable as a small grant will be £1,000.
2. The maximum amount payable as a small grant to national or regional organisations will be £100.
3. The total sum paid for small grants in any one year will not exceed 5% of Council's current precept. This sum will automatically be provided for in each annual budget.
4. Each grant request will be approved or rejected. Council may, at its discretion, modify the amount requested, subject to the maximum applicable limit.
5. In the event that the total of approved grants exceeds the maximum budget of 5% of Council's precept, the sums awarded for all approved grants will be based on a fixed pro-rata calculation.

Large Grants (over £1,000)

1. A large grant is for a sum in excess of £1,000.
2. All organisations seeking large grants must request and return the appropriate grant application form provided by the Parish Council, which must be accompanied by the following information:
 - a. Purpose of project;
 - b. Project details;
 - c. Project timetable;
 - d. Project costing;
 - e. Details of other funding for the project, if applicable;
 - f. Copies of the previous year's audited accounts for the applicant organisation.
3. If required, the applicant organisation will be asked to make a presentation to Council at or before the October meeting when all unconfirmed grants will be agreed for a sum up to the maximum sum requested, or rejected.
4. The Parish Council will issue a grant offer letter to all successful applicants, confirming the terms and conditions of the offer (including timescales for payment of the grant), which must be countersigned and returned to the Parish Council within 4 weeks.
5. The applicant may request payment of the grant in accordance with the conditions of offer letter. Proof of expenditure will be required.

6. Once the grant has been issued, the applicant must acknowledge receipt of the grant, confirming that:
- a. Either:
 - i. The project has been completed/the equipment has been purchased; or
 - ii. All funding required for the project to proceed has been raised, and that the grant will only be used for the specific purpose(s) described on the application form;
 - b. All grant conditions as set out in the grant offer letter have been met;
 - c. The Council reserves the right to carry out audit checks on the use of funds after the grant has been paid;
 - d. The organisation will acknowledge receipt of the grant in its Annual Report & Accounts covering the period of the project
 - e. The organisation will acknowledge the Parish Council's financial support in any written or verbal references to the project.

Policy Name	Frequency of Review	Date adopted & Minute Ref
Grants	Annually	5.4.2017 Minute 16/193
		4.4.2018 Minute 17/301