



Grant Award Scheme

July 2018

Introduction

Burnham Parish Council recognizes the hard work of the many organisations in the community that help to improve the lives of Burnham residents. The Parish Council are committed to supporting local charities and not-for-profit groups, and allocates a sum each year to provide assistance in the form of grants.

A grant or award is any payment made by the Council to be used by an organisation for a specific purpose in the furtherance of the well-being of the local community, either generally, or for a specific purpose and which is not directly controlled or administered by the Council.

The following policy sets out how the Parish Council considers and makes grant awards, and enables the Council to make an informed assessment of grant applications, so that decisions within the limited grant budget are made in a way that is fair and transparent.

Who can apply?

You can apply if you are a charitable or non-profit-making organization, providing services or carrying out activities or projects that directly benefit residents in Burnham. Applications from religious groups will be considered where they demonstrate a clear benefit to the wider community, irrespective of religious belief.

Applications from regional or national organisations will be considered only where they demonstrate that the funding will be used specifically to benefit residents of Burnham.

How much can you apply for?

There is no upper or lower set limit for the amount of any grant. However, in general, they will:

- Not exceed £1,000
- Not exceed the remaining sum allocated in that year's budget
- Be commensurate with the benefit provided to Burnham residents
- Not exceed 50% of the total cost of the project or activity

What can you apply for?

Grants may be made for activities and projects that meet all of the following criteria:

- Improve the range of services and activities in the parish
- Directly benefit some or all residents in Burnham
- Are in keeping with the values and objectives of the Parish Council
- Applications may be made to support one-off projects or to normal running costs

What will we not fund?

The Parish Council will not fund the following:

- Statutory organisations or where the grant would replace statutory funding
- Individuals
- Political groups
- Activities promoting religious or political beliefs
- Activities that do not complement the aims and values of the Parish Council
- Projects completed before the application can be considered
- Projects that cannot demonstrate a service to the residents of Burnham
- Organisations that have disproportionately high levels of uncommitted reserves
- Repayment of loans
- Costs for services, equipment or provisions incurred before a grant is awarded

The application process

Grant application forms can be downloaded from the Council's website – www.burnhamparish.gov.uk – or are available from the Parish Clerk at clerk@burnhamparish.gov.uk or 01865 661381.

Applications are considered throughout the year on a first-come, first-served basis, and applicants should be mindful that the Council's financial year begins in April.

Applications will be considered at the first Council or Policy & Resources Committee meeting, following receipt of the application. The dates of upcoming meetings can be found on the Council's website. Successful applicants will normally receive funds within one month of the decision date.

Grant award conditions

- Grants must be spent within one year of the award
- The Council may not consider incomplete applications
- The grant can only be used for the purpose stated in the application and the Council reserves the right to reclaim any grant not being used for the specified purpose of the application. However, if a group wishes to change the purpose of the grant they must seek approval by writing to the Council, who will consider whether or not to approve the change
- Organisations are responsible for ensuring their compliance with all applicable legal and statutory requirements
- Successful applicants may be required to acknowledge the contribution made by the Council in all promotional activity relating to the application, and any websites belonging to the organisation
- Successful applicants will be required to provide the Parish Council with a report on how the funds have been used, and the outcomes of the funded activity
- Only one application per year will be accepted from any organisation
- The Council reserves the right not to pay any award in the event of it not being used for the purpose specified on the application form
- Should, for any reason, the organisation disbands or the project is not completed, the Council may ask for all or part of the monies to be paid back

Assistance in completing a grant application

In the first instance, please contact the Parish Clerk if you have any questions relating to the grant application process itself.

If you require assistance to prepare the requested supporting documents (for example: balance sheets, profit and loss statements, forward-looking cash flow forecast, or detailed project budget or statements of benefit) there is lots of free advice available from organisations such as banks.

Many businesses nowadays also run social, charity, or community outreach programmes and provide employees with free time to support local organisations. Such businesses may be able to assist by providing free advice or assistance in completing the required documentation.

Additional help may be found by searching the Internet. The Council does not support or recommend any specific site but the below locations may have useful tips to organisations wishing to apply:

- https://thewomensresourcecentre.org.uk/wp-content/uploads/writing_successful_funding_proposals_guide_whole.pdf
- <https://www.resourcecentre.org.uk/information/writing-a-funding-application/>
- <https://www.smallcharities.org.uk/resources-fundraising-writing/>
- <https://www.thirdsector.co.uk/top-10-funding-application-errors/fundraising/article/1143212>
- <https://www.institute-of-fundraising.org.uk/library/inside-the-mind-of-a-grant-maker/>

Further details

For any enquiries, including requests for assistance in applying for a grant, please contact the Parish Clerk at the details below:

The Parish Clerk
Burnham Parish Council
Burnham Park
Windsor Lane
Burnham
SL1 7HR
Telephone: 01628 661381
Email: clerk@burnhamparish.gov.uk

VERSION CONTROL:

Version ID	Description of Change	Version Sponsor	Policy Owner	Version creation date	Version Approval Date	Next Review Date
2.0	Update	Cllr Adam Prince	Parish Clerk	01/07/18	16/07/18	May 2019

Grant Application Form

1. Contact details

Name of organisation	
Address of organisation	
Organisations status	For example, Registered Charity / Not-for-profit but not registered charity / Other
Registered charity number (if applicable)	
VAT number if applicable	
Name of contact applying for the grant on behalf of organisation	Name of person making the application
Contacts role or relationship with organisation applying for the grant	
Contact's telephone number	
Contact's e-mail address	

2. Timescale

Date of application	dd-mm-yyyy
Date funding requested by	dd-mm-yyyy
Estimated start date of activity	dd-mm-yyyy
Estimated duration of activity	In days or months

3. Details of activity to be funded

Briefly describe the project / purpose for which you require a grant (i.e. the activity)

How will the project or activities benefit the residents of Burnham? Please include estimates of the number of Burnham residents that will receive a direct benefit from the project or activities

Will any assets be created after the grant has been spent? If so, who will own them, how long are any asset expected to last, and where will they be placed?

For example, if a piece of artwork is being created where will this be displayed and for how long

4. Activities costs and financial details

Please provide a full budget breakdown for the activity, including estimated costs and revenue. This must identify different sources of funds including using existing reserves, other grants applied for, and any loans

This can be in the format of a simple budget statement (see appendix to this policy).

Please provide a summary of the requesting organisation's financial position

For grant requests above £250 this should include the most up to date financial statements available, including a Balance Sheet and (also known as an Income Statement)

For grant requests above £500 this should also include a forward-looking cash flow forecast covering the period when the activity will take place

If more than 50% of the funding is being requested from Burnham Parish Council please explain why other funding sources are not available or applicable

The council will normally only provide up to 50% of any activity's costs. Please explain why an exception to this guidance is appropriate. Where participants will pay to participate this should be accounted for as an additional funding source.

Declaration of acceptance

I declare that all information provided to the Parish Council as part of the grant application is accurate and complete to the best of my knowledge.

I understand that the Council may refuse any application containing inaccurate or misleading information.

I declare that any grant made will be used solely for the purposes outlined in this application.

I understand that Burnham Parish Council reserves the right to reclaim the grant in the event of it not being used for the purpose specified.

Name: _____

Signature: _____

Date: _____

Documents to send with your application

For all grant applications, please include the latest copy of annual accounts, including details of reserves held by the organisation.

Please also include with your application any supporting documents that you feel would assist the Council in assessing the application.

The Council may refuse an application if it believes it has insufficient information to make a decision.

Please send the completed application form along with all supporting documentation to:

The Parish Clerk
Burnham Parish Council
Burnham Park
Windsor Lane
Burnham
SL1 7HR
Telephone: 01628 661381
Email: clerk@burnhamparish.gov.uk

Appendix

Example simple budget for grant applications

The below example is for a fictitious community event or fete

	£ sub-totals	£ totals
Money in		
Funds from Grants		
From Burnham Parish Council	£150	
From other grants	£200	
From entrance fees or other sources		
Participant fee (£3 x 200 people)	£60	
From existing reserves		
	Total income	£410
Money out		
Set-up costs		
Insurance	£90	
Pitch rental	£60	
Event costs		
Materials	£100	
	Total Expenses	£250
Profit	(income minus expenses)	£160