



## Grant Award Scheme

### Introduction

Burnham Parish Council recognises 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 organisation, 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](http://www.burnhamparish.gov.uk) – or are available from the Parish Clerk at [clerk@burnhamparish.gov.uk](mailto:clerk@burnhamparish.gov.uk) or 01628 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 will 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://www.resourcecentre.org.uk/information/writing-a-funding-application/>
- <https://www.thirdsector.co.uk/top-10-funding-application-errors/fundraising/article/1143212>

## 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](mailto: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         |
| 2.1        | Minor Updates         | Parish Clerk     | Parish Clerk | 15/06/2023            | 19/06/23              | June 2025        |

# 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. Grant amount

|                  |       |
|------------------|-------|
| Amount requested | £0000 |
|------------------|-------|

#### 4. 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

#### 5. 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](mailto:clerk@burnhamparish.gov.uk)

## Appendix

Example simple budget for grant applications

The below example is for a fictitious community event or fete

|                                     | <b>£ sub-totals</b>            | <b>£ totals</b> |
|-------------------------------------|--------------------------------|-----------------|
| <b>Money in</b>                     |                                |                 |
| 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              |                                |                 |
|                                     | <b>Total income</b>            | <b>£410</b>     |
|                                     |                                |                 |
| <b>Money out</b>                    |                                |                 |
| Set-up costs                        |                                |                 |
| Insurance                           | £90                            |                 |
| Pitch rental                        | £60                            |                 |
|                                     |                                |                 |
| Event costs                         |                                |                 |
| Materials                           | £100                           |                 |
|                                     | <b>Total Expenses</b>          | <b>£250</b>     |
|                                     |                                |                 |
| <b>Profit</b>                       | <b>(income minus expenses)</b> | <b>£160</b>     |