

Date of adoption	2025/17/11
Adoption minute	199/2
Date of review	2026/11

GRANTS POLICY

Introduction

In its annual budget, Blunsdon Parish Council will set aside a specific amount at budget time to support the parish community through the provision of grants for various activities undertaken by local voluntary organisations and groups.

The council aims to support and encourage a diverse range of activity that will benefit the community, including those of a sporting and cultural nature as well as those aimed at giving assistance to charitable concerns.

Priorities

Ideally, applications will address one or more of the following:

- ❖ The creation of safer and stronger communities.
- ❖ The promotion and development of healthy and active lifestyles.
- ❖ The improvement to the quality and cleanliness of our environment.
- ❖ The improvement of sport and recreation provision and usage.
- ❖ The enjoyment of and participation in the arts and leisure activities.

Grant funding will be considered for:

- 🚧 Core costs essential to the administration and management of community and voluntary groups' operations.
- 🚧 Meeting project costs for a specific piece of work undertaken by community or voluntary groups.
- 🚧 Support for local community groups to develop the social infrastructure of the parish.
- 🚧 Support for the provision of facilities and activities of a sporting nature in the parish. In particular to organisations or individuals that introduce participation in sports or in areas where there is no existing provision.
- 🚧 Coaching schemes and set-up costs for the provision of activities. If involving under 18s, the applicant must provide proof of safeguarding procedures.
- 🚧 Activities that support and encourage participation in the arts. Particular support for organisations that introduce participation in the arts to new audiences or in areas where there is no existing provision.
- 🚧 Enabling community groups to make environmental improvements.

Qualifying conditions (not all are required)

The application will demonstrate the first two of the following list plus at least one other -

- Be of direct benefit to the Parish or its residents.
- Be from a Parish based organisation or Parish resident.
- Be for a specific purpose.
- Enhance the area and offer improvements to the Parish or its inhabitants.
- Attract matched funding.
- Address the priorities of the Council, with supporting evidence.
- Be delivered within the geographic boundaries of Blunsdon Parish Council.
- Demonstrate a clear community need for the project.
- Attract evidenced support from the community as well as from parish, district and county councillors.
- Show the applicant has an open, non-discriminatory membership policy.
- Show the applicant supports equal opportunities and diversity.
- Have also investigated other sources of funding.
- Sustain any project costs incurred.

Disqualifying conditions

The following situations will not usually attract a donation, but if any doubt please contact us:

- Where a request is made for more than one year.
- Where a request is for unbudgeted expenses.
- Where such a donation may replace fund-raising activities.
- National or local organisations where there is no specific or perceived benefit directly to the parish or any parishioners.
- General and indeterminate fundraising.
- Political, faith and educational groups.
- Repairs or improvements to buildings used primarily for faith or educational purposes.
- The applicant holds reserves in excess of 12 months' running costs.

Applicants must be able to provide:

- Estimated costs of the project or activity for which the donation is required.
- An explanation on how the grant is to be spent.
- A copy of the organisation's latest accounts and balance sheet.
- The ability of the Parish Council to monitor the project or activities.
- A report to the Parish Council on how the donation has been spent on conclusion, a year after the donation has been made.

Procedure and Timetable

Applications will be considered twice a year and applications to be received prior to 31st October & 30th April each year. Application forms (below) must be submitted to the Clerk who will assess each application for completeness before forwarding to the council for a decision. Each applicant will be informed of the outcome and BACS payment will be made to successful applicants.

Conditions on Award of Grant

If funding is agreed, the Council will require the organisation/group:

- ✓ To acknowledge receipt of funding in writing.
- ✓ To acknowledge the grant in its annual report and accounts.
- ✓ To provide evidence in the case of specific expenditure on goods or projects that it has been used for such purpose.
- ✓ To be prepared to participate in any publicity that may be arranged by the Council.

GRANT AID APPLICATION FORM

Please complete this form in BLOCK CAPITALS if written and return it with information requested to debbiebraiden@blunsdon-pc.gov.uk

This application is made out for consideration by - **30th November or 30th April**
(please delete one depending on time of application)

Applicant (name of group).....

Is the group a registered charity? Yes / No If yes, Charity Registration No.....

Contact details: Name of contact.....

Address of contact:
.....

..... Post code.....

Contact's Email address:
.....

Contact's phone number:.....

Contact's position in group
.....

This page will not be shared publicly and is for internal use only by Blunsdon Parish Council. More information about our privacy policy is available online [2511-privacy-notice-public-may-2018.pdf](#).

Please read the attached Grants Policy before filling out this form.

NB If any part of the application is not completed or any of the financial or other information not enclosed, you must state the reasons. Failure to provide the required information may delay your request or render it invalid.

If you are uncertain about any of the questions on the form, please contact the Clerk to the Parish Council, contact details above.

The following pages will be circulated to parish councillors prior to the committee or council meeting at which your request for a grant will be considered. Please tell us...

... where does your group meet?

... what are the aims of your group?

... what will the funding be used for?

What is the total cost of the project? £.....

How much funding are you applying for? £.....

If this is not a one-off event, how will the running costs of your project / group be funded in future years?

How many people from the Blunsdon parish/community will benefit if awarded this grant?

.....

Has your group previously applied for a grant from Blunsdon Parish Council?

Yes / No

If yes, please give details.

Have you applied for funding from any other body or organisation for the purpose of this application?

Yes / No

If yes, please give details including name of grant provider, amount requested and whether funding is to be provided (if known).

Is the organisation a member of [Community First](#)?

Yes / No

<u>MEMBERSHIP</u>	
How many people are involved in your group?	
Approximately what percentage of your members live in Blunsdon parish?	
What is the annual subscription, if any?	
Are there any restrictions on membership?	

<u>FINANCIAL</u>	
Please provide relevant finance related information such as the following:	
• Your latest audited accounts and / or business plan if a new group.	
• Balance sheet	
• Club / group's constitution or rules	
• Is your group registered for VAT?	Yes / No
• Are you a profit-making group?	Yes / No

FUNDRAISING

What additional fundraising events or activities will you be holding this year?

I certify that the above information is true to the best of my knowledge and belief, and that I am authorised to make this application for grant aid. I confirm that I have read the policy criteria for grants and agree to comply with them.

Signed:..... Date:

Upon completion, please return to the Parish Council by post or e-mail to the address above; the application will be forwarded to a meeting of Blunsdon Parish Council for consideration. Confirmation of receipt and the dates of the Parish Council meeting will be sent to you via e-mail, (where provided).

Please note all communications with the Parish Council are subject to Freedom of Information and Data Protection regulations.