

**Belmont Rural  
Parish council**

**APPLICATION FOR GRANT**

**PROJECT NAME:**

**Details of Applicant:**

<b>Name of Applicant</b>	
<b>Address:</b>	
<b>Telephone Number:</b>	
<b>E-Mail Address:</b>	
<b>Legal Status of applicant:</b>	
<b>Are you able to recover VAT in full?</b>	
<b>Please provide brief details of previous experience of similar projects/initiatives to demonstrate relevant experience</b>	

## Project Details

**Please outline the purpose of your project, giving justification of the need for the project, how your project benefits the residents of the Parish of Belmont rural and including any supporting research**

**Please explain why funding from Belmont Rural Parish Council is required for this project and how much you are requesting from BRPC**

Please give full details of the project, including schedules of any work envisaged and costs of any items to be purchased. Where funding is required for a specific item to be purchased or work to be undertaken, at least two quotations must be submitted, which are acceptable to the applicant.

### Project Finances

What other funding have you sought or do you intend to seek for this project, please indicate whether other funding is confirmed or is conditional upon any event etc.

<i>Funding source:</i>	<i>Amount:</i>	<i>Commitment:</i>

If funding is required for the start up of an ongoing project, please indicate how will your project be financed in the future?

*We hereby confirm that the information given in this form and any supporting documents is accurate to the best of our knowledge and we agree to provide any further information as may be required by Belmont Rural Parish Council.*

*We acknowledge and agree that in the event our application is successful, we may be required to monitor the results of the project and provide further evidence to Belmont Rural Parish Council.*

*Signed on behalf of applicant:*

\_\_\_\_\_

*Name:* \_\_\_\_\_

*Date:* \_\_\_\_\_

*Position in Organisation:* \_\_\_\_\_

\_\_\_\_\_

# Belmont Rural Parish Council

## POLICY APPLICATIONS FOR GRANT FUNDING

### Policy

Belmont Rural Parish Council is keen to support local organisations providing local facilities and opportunities for the residents of the Parish of Belmont Rural. This document sets out the procedures to be followed by the Parish Council when considering applications for funding.

### Background

1. Belmont Rural Parish Council, like all Parish Councils, is funded through collections via the Council Tax system. This means that the total amount of money available in any one financial year is limited to that received through the precept plus any amount brought forward from unspent funding in a previous financial year.
2. A Parish Council operates within a legislative framework which grants powers to the Parish Council. A Parish Council may collect money via the Council Tax system and use that money to undertake any activity for which it has been given the power to undertake. There is generally no limit to the amount that can be spent on a specific activity for which it is empowered, although the principles of common sense, value for money and “best value”<sup>1</sup> are expected and checked by the external auditors. Generally, a Parish Council can offer grant funding to any organisation or group to carry out any function or project for which it has the power under legislation to carry out itself.
3. For most activities for which there is no clear legislative power, a Parish Council can use funding under s.137 of the Local Government Act (sometimes referred to the “free resource”). The current limit of expenditure under s.137 is £7.36 per elector per financial year (approximately £19,894 for financial year 2015-16). Unspent s.137 funding cannot be carried forward to the next financial year.
4. In addition to the purely financial constraints, there is an over-riding principle that a Parish Council can only support or take part in activities which are broadly for the benefit of the residents of the Parish. This means that funding cannot be used to support something which is only of benefit to a very small number of individuals (or one individual) or is only of benefit to those outside the Parish, e.g. donations to an overseas charity would not be permitted unless there is a clear benefit to local residents.
5. The purpose of these procedures is to ensure that sufficient funds are available to meet legitimate requests for funding from organisations in any one financial year and to ensure

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<sup>1</sup> “Best Value” principles require a local authority to demonstrate that there is a need/demand for any project undertaken and that the project is carried out in an effective and cost efficient way. Although Parish Councils are not subject to a legal requirement to demonstrate best value, Belmont Rural Parish Council has resolved to adopt best value principles wherever possible.

that funding is only made available to those projects for which the Parish Council has the power to support.

6. A decision by the Parish Council relating to any grant application must be considered a final decision and not subject to appeal, change or amendment other than in accordance with the Parish Council's standing orders.

## Procedure

1. Grant requests for less than £100 in any financial year
  - Applicant to submit a formal request in writing to the Parish Clerk for consideration at the next full Parish Council meeting.
  - Copies of the letter of application to be circulated to Parish Councillors with the agenda for the meeting.
  - The Parish Council may defer a decision on any application pending receipt of further information, if required.
  - Applicant to be notified of decision as soon as possible after the date of the meeting.
  
2. Grant requests for between £100 and £999 in any financial year (to include multiple requests totalling £100 or more in any financial year)
  - Applicant to be encouraged to submit a notice of intention to apply for funding at precept setting meeting each year
  - Each project funding request to be considered in broad terms at precept meeting and included in "preferred list" for funding so that sufficient precept can be requested for the next financial year to meet those projects. Inclusion on the "preferred list" does not commit the Parish Council to supporting that project when a formal request for funding is submitted, nor will it preclude an applicant from submitting an application if the project is not listed on the "preferred list" for that financial year.
  - At the relevant time, applicant to submit a formal application for grant funding to include as a minimum the information set out in the attached draft application form.
  - Application to be considered firstly by the Finance Working Party ("FWP") with a view to ensuring the parish council has sufficient information in order to make a decision. The FWP may, but are not required to make a recommendation to the next full Parish Council meeting as to whether the request should be granted or not.
  - The application together with any recommendation/report by the Finance Working Party will be circulated to Members prior to the Parish Council meeting at which the application is to be considered.
  - Multiple applications for amounts of less than £100 totalling £100 or more in each financial year will be treated as an application for £100 or more when applications reach that figure. For example if an organisation submits an application for 3 separate amounts of £50 in one financial year, the procedure outlined in this paragraph 2 will apply from the third (and any subsequent) application.

### 3. Grant applications in excess of £1,000 in each financial year

- For an application to be considered, applicant must have submitted a notice of intention to apply for grant funding at the precept meeting in the preceding financial year. A resolution of the Parish Council as a whole may waive this requirement in exceptional circumstances.
- In all other respects the procedure will be as for applications for funding between £100 and £999 in any financial year.
- Multiple applications of £999 or less by any one organisation in one financial year will be treated as an application in excess of £1,000 when the total amount requested in any financial year exceeds £1,000.
- Special notice must be given on Notice Boards if the Parish Council is to consider a single application for funding in excess of £1,000.

### 4. Finance Working Party

- The Finance Working Party will have responsibility to review applications for funding in excess of £100.
- Appointed each year at the Parish Council annual meeting, the FWP will consider applications arising during that financial year amongst other tasks and will consist of (as a minimum):
  - Three Parish Councillors
  - The Responsible Financial Officer (usually the Clerk)
- The FWP may, if it wishes, ask others to attend panel meetings (including the applicant, if appropriate)
- The FWP may request further information from the applicant if required
- The FWP may make a recommendation to the Parish Council with regard to any request for funding it has considered; that recommendation to be available at the same time that the application is circulated to all Parish Councillors prior to a meeting.
- The Code of Conduct will apply to meetings of the FWP in the same way as it applies to all other meetings of the Parish Council.

This policy was approved by Belmont Rural Parish Council on  
10<sup>th</sup> September 2015, Minute Ref. 132/15