



# 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**



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

**How will you publicise Belmont Rural Parish Council's contribution**

*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 Grants Policy**

1. The maximum sum set aside each financial year for grants, is to be agreed on annually at the full Parish Council meeting in which the precept is set.
2. All applications for grants must be made in writing and submitted to the Clerk by **31 March each year**, however any application received after this date will be considered at the Parish Councils discretion.
3. All grant applications must be decided at a full parish council meeting.
4. The Parish Council will satisfy itself that the grant will benefit the area and a significant number of residents in the parish. Ideally there should be clear evidence of local need or demand for the proposed project / activity.
5. **Grant requests for less than £100 in any financial year**  
Applicant to submit a formal request in writing to the Parish Clerk preferable by email to [clerk@belmontrural-pc.gov.uk](mailto:clerk@belmontrural-pc.gov.uk) for consideration.
6. **Grant requests for between £100 and £1000 in any financial year (to include multiple requests totalling £100 or more in any financial year)**
  - 6.1 Applicant must submit a formal application for grant funding to include as a minimum the information set out in the attached application form.
  - 6.2 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 will apply from the third (and any subsequent) application.
7. **Grant applications in excess of £1,000 in each financial year**
  - 7.1 Applicant must submit a formal application for grant funding to include the information set out in the attached application form.
  - 7.2 The grant application must include a copy of the organisation's constitution (only required if an up to date copy has not already been supplied) and latest approved financial statements/accounts. (Parish Council may waive this requirement if these have already been submitted for other grant applications in that financial year).
  - 7.3 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.
  - 7.4 The Parish Council must publish a Special Notice on its Notice Boards when considering grants in excess of £1,000.
8. If the grant requests received exceed the grant monies available in a financial year, then councillors will target projects / grants which benefit as many residents as possible within the parish.

### **GRANTS TERMS & CONDITIONS**

1. Grants will not be awarded to individuals.
2. Grants will not be made retrospectively.
3. Grants will not be awarded to fund activities of a political nature.

4. Grants will not be awarded to organisations that make, or attempt to make, profit for the benefit of members or owners over and above revenue expenditure, e.g. running costs, staff costs, premises maintenance and general overheads.
5. Organisations applying for a grant should be properly constituted, with appointed officers.
6. Grants will be awarded on the assumption that other sources of income have been sought.
7. Grants will only be considered if accompanied by sufficient and appropriate documentation, including financial records. If there is insufficient documentary evidence the application may be deferred pending further information.
8. If the organisation / body is unable to use the grant for the stated purpose, monies must be returned to the Parish Council.
9. The grant must be used for the purpose for which the application was made
10. All organisations in receipt of a grant are required to acknowledge Belmont Rural Parish Council's contribution and explain how this will be done.
11. All organisations in receipt of a grant over £1000 must provide an End of Project Report, including a breakdown of expenditure, together with (copy) receipts within 3 months of the project completion. Unless agreed otherwise, projects should be completed within one year of a grant offer.
12. For grants over £1000 the Parish Council will agree the payment schedule for each individual approved application.
13. Failure to comply with the terms & conditions may result in the rescinding of the grant and a request for its return.
14. Terms & conditions will be included in a letter offering a grant from the Parish Council. The organisation must sign and return to the Parish Council, a copy of this letter, to confirm they will comply with the terms & conditions, before the grant is issued.
15. All grants are awarded at the Parish Council's discretion, the Parish Council's decision is final and there is no right of appeal.

**Considered and updated at the Parish Council meeting held on 19<sup>th</sup> December 2019**