



Brightwell Cum Sotwell Parish Council

Grants Policy

Version	Release Date	Distribution	Notes	Reviewed	Date Adopted
BSCPC Pol 15	March 2024	March 2024		March 2024	March 2024

Document Sign Off & Adoption

This document was distributed to Councillors prior to the 19th March 2024 Parish Council Meeting. The Policy was discussed at the meeting. No revisions were required and the Policy was formally adopted (Ref: 5c of the minutes of that meeting).

Adoption Witnessed by the Clerk to Brightwell Cum Sotwell Parish Council

Name: _____ Gabrielle McEvoy _____

Signature: _____ *G. U. McEvoy* _____

Date: _____ 20/03/24 _____

Brightwell Cum Sotwell Parish Council, hereinafter referred to as “the Council”.

1. Introduction

The Council is funded by the residents of Brightwell-cum-Sotwell primarily through the precept which is raised through council tax.

A Parish Council can use the Local Government Act 1972 s137 to incur expenditure for the benefit of all or part of the Parish if no other specific power allows the action. The Council sets its budget annually and budgets an amount for s137 grants each year. The Council has a responsibility to the electorate that these funds are spent to assist community organisations located and working in Brightwell-cum-Sotwell Parish or the locality for the benefit of the community.

Brightwell-cum-Sotwell is committed to following best practice in its Grant Awarding Policy. It will do this by providing sustainable funding and support to voluntary and community groups. It will endeavour to provide value for money for local taxpayers and to make every attempt to ensure that public money is spent in a responsible manner within the Parish or for the direct benefit of Parishioners. In order for the Council to be able to assess applications rationally and objectively all applications will be assessed against a range of criteria. These are designed to be a general indication of need but are not exclusive and can be applied flexibly.



2. Summary of the Main Criteria

- The Council will consider all applications submitted and allocate grants having weighed their eligibility and merits. Grants may often be for less than the full value applied for.
- Applicants must clearly show how any assistance given will benefit the people living in the Parish or will benefit the Parish environment.
- Any assistance given will be subject to monitoring and subsequent evaluation of the outcome of the grant.
- Grants received from organisations outside the Parish to be reviewed against the number of Parishioners who would benefit.
- Organisations should not presume that funding will continue on a year to year basis.

3. Grant Eligibility

- The following conditions are used to guide s137 grant eligibility:
- To apply for a s137 grant you must be a charity, community group or local voluntary organisation with a constitution and dedicated bank account, operating or providing a service to the Parish. Your accounts must be available for the public to view.
- To ensure consistency, all grant applications should be made on the application form provided (Addendum 1)
- The awarding of a grant will make the Parish a better place to live, work or visit.
- The grant primarily benefits people who live in the Parish

4. Grant Ineligibility

- Support for individuals or private business projects
- The running costs of an organisation.
- Projects which are the statutory responsibility of other Public bodies
- Projects which primarily benefit privately owned land or property.
- Projects which have already been completed
- Projects or organisations which do not directly benefit the Parish

5. Grant Types

- The Parish of Brightwell-cum-Sotwell is relatively small therefore our s137 grants are usually for less than £500 and are normally offered on a one off basis to support a particular project, event, activity or the purchase of equipment. They are also open to new groups wishing to start up and receive a small contribution to running costs.

6. Application Process

- Applications for a grant should be made on the application form (Addendum 1).
- Applications forms are available from the Parish Clerk and from the [Council's website](#).



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- Following receipt of a correctly complete application form and attachments, grant applications will be assessed by the full Council at the next Council meeting (held on the 3rd Tuesday of the month). The matter will be raised by the Clerk under Agenda item 'Clerk's Report'.
- The decision whether or not to award the grant will be minuted under Section 5c of the Council's minutes which are available on the website.
- Successful applicants will receive their award, usually within a week of the Parish Council meeting. Grants will be made by bank transfer.
- Following the Parish Council Meeting the Clerk will notify applicants of the decision made by the Council usually within 6 days.

7. Conditions attached to all grant payments

- 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.
- Organisations are responsible for ensuring that they are in compliance with all applicable legal and statutory requirements (including those relating to health and safety and equalities).
- Should, for any reason, the organisation disband or the project is not completed, the Council may ask for all or part of the monies to be paid back.
- In order to receive payment, organisations/groups must have a bank account into which grants can be paid. Payments will not be made to bank accounts of private individuals.
- Only one application per year will be accepted from any organisation.
- The Council reserve the right to request written evidence of what the money has been spent on and the benefit it has brought to parishioners e.g. copies of invoices and receipts, attendance numbers, photos, press clippings etc.