

Birchanger Parish Council

Grant Policy & Application form

Adopted	April 2018
Reviewed	June 2025
Date of next review	June 2028

Document history	
August 2022	Typographical and grammatical amendments. Text additions
June 2025	No changes made

Terms and conditions

1. The amount of the award will be at the discretion of Birchanger Parish Council, in accordance with grant regulations. Birchanger Parish Council will take into account any previous grant made to an organisation or group when considering a new application.
2. All applications will be considered on their merits, but in general, grants will be awarded for capital projects, such as the purchase of equipment, works to buildings, improvements to premises. In addition, Birchanger Parish Council may support a community event, festival or other special event.
3. Grants will be awarded to voluntary groups and societies, clubs and not-for-profit organisations (including charities), operating in the area. Grants will not be awarded to individuals or to regional or national charities unless it is for a local project.
4. The purpose for which the grant is made must be in the interests of the Birchanger Parish Council residents. The benefit to the area must be commensurate with expenditure. Groups from outside the area are not eligible to apply.
5. No grant will be awarded to or for any commercial venture for private gain.
6. Retrospective applications will not be funded where the expenditure had been made, the project has been carried out or the event has taken place.
7. All successful applications must be used within 6 months from date on the grant confirmation letter. If not used within this time the grant application must be re-submitted. All grants will be conditional upon submission of audited accounts and supporting documentation detailing costs of capital expenditure, projects or events for which the funding is being sought
8. All grant recipients are required to provide the Birchanger Parish Council with a brief report, including photographs where appropriate, of how the grant has been utilised, how it has assisted the organisation or group and what it has achieved. This must be submitted within 6 months of the purchase of the capital equipment or completion of the project.
 - a In addition, for grants over £2,000.00 in any one year, grant recipients are required to provide Birchanger Parish Council with a written report explaining how the money has been used. This must be submitted within 12 months of the date on the grant confirmation letter. It can take the form of an annual report or set of accounts which clearly identify the manner of spending
9. If the grant is put to purposes other than those for which it was awarded without the prior approval of Birchanger Parish Council, the recipient organisation or group will be required to repay the grant
10. The organisation or group should supply such information as Birchanger Parish Council may request regarding the impact of the project on the area. Recognition of the grant from Birchanger Parish Council must be made in any consequent publicity

How will the application be assessed?

1. How well the grant will meet the needs of the community, providing positive benefit to the inhabitants
2. How effectively the group will use the grant
3. Whether the costs are appropriate and realistic
4. What level of contributions has been, or will be, raised locally
5. Whether the organisation or group could reasonably have been expected to obtain sufficient funding from another, perhaps more appropriate source
6. How the organisation or group is managed, as indicated by their constitution.

Birchanger Parish Council

Grant Application Form

Please read the guidelines below before completing this form. Please use black ink and block capitals. You may continue on a blank sheet if necessary, but please put the name of your organisation on any additional sheets.

Your Organisation

Name
Address

Description of your organisation's activities (including aims and objectives)

How long has your organisation been in existence?

Contact Details

Name

Address for correspondence (if different from above)

Email:

Grant

Description of project or scheme for which grant is intended
Who will benefit from the proposed project or scheme?

Full cost of project or scheme

How much are you applying for?

Please provide an itemised breakdown of the proposed expenditure for which this money which is being applied for. Please include cost evidence e.g. estimates or price lists

Items

Costs

Total costs

How long do you expect the project to take to complete or for the equipment to be purchased/installed etc.?

Have you made any grant application to any other body for grant aid for this project? Yes/No. If yes please give detail below			
Name of organisation	Amount applied for	Date of Application	Amount Received
If you have received any other sources of funding in the past year not specified in the previous section, please give details			
Has your organisation previously applied for a grant from Birchanger Parish Council? If YES, please give details of the project and date and amount of grant received (if any). Was the project completed?			
Additional Information Are there any other comments you wish to make in support of this application?			
Your Financial Situation All applications must be accompanied by the following financial information. If you do not supply this detail your application cannot be considered unless previously agreed, in writing, by Birchanger Parish Council 1. A copy of your latest approved statement of income and expenditure or other financial report which indicates your financial position, or photocopy of bank statements covering the past six months 2. A statement of your capital assets, if any If you are unable to supply this information, please contact Birchanger Parish Council for advice before submitting this application			
Signed			
Date			
Please return the application form to: Keith Williams, Parish Clerk at: 317 Birchanger Lane, Birchanger, Bishops Stortford CM23 5QR. All applications will be considered by Birchanger Parish Council and if successful, grant payments will be confirmed and sent to the named contact above. If you have any queries please contact the Birchanger Parish Clerk on: 01279 814473 or email at clerk@birchanger.com .			