

# **Batchworth** Community Council

Eastbury - Moor Park - Rickmansworth

## **GRANT AWARDING POLICY**

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## Grant Awarding Policy

This document advises those wishing to apply for a grant on how to make an application, how the application is considered and the process once a decision has been made

### 1 GENERAL

- 1.1 The contribution made by the many organisations and individuals to the wellbeing of the local community is recognised by the Batchworth Community Council (hereafter, the Council) as important to our society.
- 1.2 This policy has been prepared to explain the main details of the grant scheme so please read them carefully before you complete the application form
- 1.3 The administration of and accounting for any grant or subsidy shall be the responsibility of the recipient
- 1.4 There is a limited budget each year and guidance will be given to applicants as to how much money is available in a specific financial year. It is important that all questions on the application form are fully answered and that any appropriate additional information, which supports an application, is provided
- 1.5 Customarily, any one organisation will not be granted more than £500 in any one financial year, however consideration will be given to larger amounts depending on merit and a clear benefit to the community. It is expected that groups and organisations will look at accessing different sources of funding for their project alongside any application to the BCC Grants Fund
- 1.6 The scheme provides awards for new organisations as well as grants for existing organisations
- 1.7 The amount of the award (whole or in part) will be at the discretion of the Community Council

### 2 CONDITIONS OF FUNDING

- 2.1 Grants may support a project, community event, festival or special event which improves activities such as the following for the local community:
  - Societal value and inclusion
  - Cultural
  - Environmental
  - Recreational
  - Sporting
- 2.2 The following are examples of funding opportunities:

- A project that makes the local community a better place in which to live, work or visit
  - A project which is in the interests of and directly benefits people who live in the area which is defined by the boundaries of the Community Council.
  - A project which benefits local biodiversity by sustaining healthy ecosystems
  - A project which helps to create community resilience to climate change
  - Presented evidence that local people support the project and are involved in carrying it out
  - Groups from outside the boundaries of the Community Council who can demonstrate direct benefit to the area are eligible to apply
- 2.3 Applications will be considered from organisations for, but not limited to, capital funding for equipment, revenue grants to pay running costs for one year, funding for particular events or projects
- 2.4 Applications will not be considered for:
- Support for commercial ventures for private gain
  - Retrospective applications where expenditure has been made, the project has been carried out or the event has taken place
  - Support for political or religious activity, this does not include regional, cultural and national events which are ‘widely ‘ observed.
  - “Upward funders”, i.e. local groups where funds raised are sent to their central HQ for redistribution.
- 2.5 Projects that are the prime responsibility of other statutory authorities, regional or national charities will only be considered for support if it can be demonstrated that the financial support of the Batchworth Community Council is necessary to draw in larger sums of funding.
- 2.6 Preference will be given to applicants who may be local groups, organisations, voluntary groups, societies, clubs and not-for-profit organisations operating in the BCC area where the benefit will be for this area
- 2.7 The organisation will normally be expected to have clearly written aims and objectives, membership rules and preferably a written constitution, copies of which should be submitted as part of the application. In addition, an organisation must demonstrate that it is properly managed and able to run its affairs responsibly. Individuals should include references to support their application.
- 2.8 All applications must demonstrate clearly how a grant or subsidy will be of benefit to the local community within the area
- 2.9 An organisation is required to submit audited accounts or accounts that have been independently examined by a suitably qualified person, for the previous two financial years or, in the case of a newly formed organisation, a detailed budget

- 2.10 An organisation is required to have a bank account in its own name and demonstrate appropriate financial control (e.g. two authorised representatives required to sign each cheque or bank payment)
- 2.11 Ongoing commitments to award grants or subsidies in future years will not be made. A fresh application will be required each year
- 2.12 Each application will be assessed on its own merits and will be considered along with other applications at a meeting of the Full Council. To ensure as fair a distribution as possible, the Council will take into account the amount and frequency of previous awards
- 2.13 There will be no change to the intended use of the grant without express written authority of the council
- 2.14 Funding must only be used for the purpose agreed with BCC and if all the monies are not spent on the items agreed, the balance must be returned
- 2.15 Funding must be spent within one year, for the purpose awarded and cannot be added wholly or partly to the organisation's reserves
- 2.16 If project costs are more than anticipated on application, any shortfall must be met by the group/applicant
- 2.17 In order to fully understand your project or activity, BCC councillors may wish to visit the project or activity prior to the project or activity commencing
- 2.18 Due account will be taken of the extent to which funding has been sought or secured from other sources or own fund-raising activities.

### 3 GRANT ASSESSMENT AND DECISION

- 3.1 Council will aim to ensure open, transparent and fair awarding of grants. Council reserves the right to refuse any grant application which is considered to be inappropriate or against the objectives of the Community Council. Council's decision will be final.
- 3.2 Council will consider:
  - Whether the organisation has clearly demonstrated need for financial support and evidence of financial control
  - How well the grant will meet the needs of the community, providing positive benefit to residents
  - How effectively the grant will be used
  - Whether the costs are appropriate and realistic
  - What level of contribution has been, or will be raised locally to supplement the grant

- Whether the organisation or group could reasonably have been expected to obtain sufficient funding from another, perhaps more appropriate source
  - How the organisation or group is managed (e.g. whether it has clearly defined aims, objectives and operational procedures appropriate to its size).
- 3.3 Grants will be considered by the Finance Committee which will make recommendations to Full Council and applicants like any other members of the public, are able to attend the committee or council meeting when the grant applications will be considered.
- 3.4 The Council may make the award of any grant subject to such additional conditions and requirements, as it considers appropriate
- 3.5 When a decision has been made by the council you will be informed as soon as possible as to the outcome. This will generally be by email. Should your grant be approved then we aim to send electronic payment to the organisation as soon as practicable
- 3.6 Regardless of the purpose of any grant, the Council cannot be held responsible or liable in any capacity for claims that may arise against the organisation awarded the grant
- 3.7 Grant payment will only be made to an appropriate bank account in the name of the organisation which has applied for the Grant

## 4 AFTER THE DECISION

- 4.1 Acknowledgments of financial support received from the Council will be required on documentation and any promotional material literature or other media. Successful applicants should agree to:
- Acknowledge Batchworth Community Council as a funder/partner in the media
  - Agree to any reasonable joint publicity Batchworth Community Council may require
  - Give permission for use of photographs, audio and video in the media and Batchworth Community Council publicity material

## 5 GRANT REVIEW

- 5.1 All grant recipients are required to provide BCC with the following, within two months of completion of the project:
- a brief report regarding grant utilisation and the impact of the project on the BCC area, including photographs where appropriate
  - how the monies assisted the purpose specified in the grant application

- evidence of expenditure (receipted invoices) to the Clerk of the Council on completion of project demonstrating expenditure equal to, or more than, the total of the amount of the grant detailed on application
- 5.2 The Council reserves the right to recover the grant and/or moveable equipment purchased with grant money if the organisation ceases to operate or if the grant is not used for the purposes specified in the application or if the conditions of 5.1 are not fulfilled