



Bursledon Parish Council

Grants Policy

To be adopted in March 2025

Policy next review March 2029

This policy has been drawn up to demonstrate a fair and transparent process for awarding grants.

Bursledon Parish Council is only funded by the residents of Bursledon and therefore has limited funds available to assist community organisations located and working in Bursledon.

The Parish Council can only award grants using certain legal powers. Where there is no statutory power specific to the activity of the grant application, the Council can use Section 137 of the Local Government Act 1972 to give grants to community associations. This power can only be used if it will benefit some or all of its residents or some or all of the area and where the benefit obtained is commensurate with the expenditure incurred.

Grants must meet the Parish Council's grant criteria.

The Council sets an annual budget for grants and will adhere to it, rather than exceed it. The total amount of grant money available may vary from year to year.

The amount of the grant awarded will be at the discretion of the Parish Council.

Grants given will generally be up to a maximum of £250, unless there are special circumstances and they will not be given retrospectively.

In the event of there being more applications than the Council has budgeted for, the successful applications may be scaled down to fit the budget, rather than deleting applications which merit a grant.

Grants will be awarded twice per year, with the deadline for submission of Grant Application Forms being the end of December and the end of June. Applications will be considered at the next Full Council Meeting and will only be awarded by resolution of the Full Council

The Parish council will consider only one application for each project in any one financial year. However, an organisation may apply for funding for more than one project within a financial year.

Any organisation wishing to apply for grant funding must fill in a grant application form and submit it to the Clerk. **All applications must be accompanied by appropriate accounts or supporting financial information**

The applicant must demonstrate that any funding provided by the Parish Council will be of benefit to the residents of the Parish. The Parish Council cannot award grants to individuals and cannot award grants where the activity would not obviously benefit the Bursledon Parish area however worthy the project might be.

Applicants may be required to attend the meeting at which their grant application is being considered to answer any questions Councillors may have about the application/project.

Grant recipients may be requested to provide evidence of purchase.

The Council may require recipients of grants to provide a written report of how the grant money has been used. It may take the form of an annual report or set of accounts that clearly identify the manner of spending. The written report must be deposited with the Clerk to the Council and hence becomes a document which members of the public have a right to inspect under the provision of Section 228 of the Local Government Act 1972 (as amended).

Grants given may be subject to additional conditions if applicable (i.e. district authority being obtained, adequate insurance and Health and Safety policies in place for public events) Organisations that do not have safeguarding policies will, if deemed appropriate, be required as part of the conditions of grant aid to adopt policies within 2 months of receipt of the grant.

All projects must acknowledge Bursledon Parish Council's financial contribution. Recipients may be asked to acknowledge council support on stationery and promotional material.

If the organisation making the grant application owns or leases property which other bodies hire for use, the council will expect them to demonstrate that they make a distinction between not for-profit and for-profit hirers in the rates they charge (businesses should not be subsidised with public funds).