



BADGER FARM PARISH COUNCIL

GRANT AID POLICY

1. GENERAL

Each year Badger Farm Parish Council reserves a sum of money for disbursement on grants to such voluntary organisations and community groups that provide a service which benefits the residents of Badger Farm.

These grants are limited, and can only be made available to those organisations which can demonstrate a need for assistance for activities which fall within the above statement.

To ensure fair and proper consideration is given to requests for this funding, the Council requires the following to be submitted to the Clerk by the official closing date, **30TH September** for consideration in next year awarding of grants. You will be informed of the decision by the end of October. You will need to supply the following:

- **A completed application form**
- **An up to date set of accounts**
- **Any additional evidence which could support your application**

2. APPLICATIONS WILL BE CONSIDERED UNDER THE FOLLOWING CRITERIA:

2.1. Applications will only be considered from voluntary organisations, registered charities or established community groups.

2.2. Applicants must be Badger Farm based, or proven to benefit the residents of Badger Farm.

2.3. Badger Farm Parish Council cannot, by statute, consider applications from individuals, charities operating overseas, or funds established to help persons outside the UK.

2.4. Organisations will need to demonstrate that they are applying for the funds to support a specific project and not supporting day to day running costs.

3. Applications up to a maximum of £300 will be considered, but awards will commonly not exceed £200 in any one year. Uplifted for BF&OBRA 2020/21.

3.1. Badger Farm Parish Council will assess each application in terms of its Equality Impact to ensure that equality, social inclusion and community cohesion issues are considered before agreeing to offer grant funding.

3. FURTHER INFORMATION

- 3.1. Applications cannot be made retrospectively for projects already completed.
- 3.2. It is expected that grant money will be spent during the year of receipt.
- 3.3. The Council reserve the right to request copies of invoices and/or other documentation as evidence that the expenditure has been incurred.
- 3.4. Successful organisations are required to submit a report within 12 months of the award being made to demonstrate how the funds were expended.
- 3.5. If the organisation dissolves, Council expects the funds to be reimbursed.
- 3.6. The grant will be repayable to the Council should the project that the grant was awarded to not materialise.
- 3.7. There is no restriction to the number of times an organisation may apply for grant funding. However, the history of previous applications will be considered in the decision making process. Priority will be given to first time applicants who fulfil the criteria.
- 3.8. Awarding a grant one year does not set a precedent for awarding further grant aid in subsequent years.

4. BADGER FARM PARISH COUNCIL COMMITMENT:

- 4.1 Badger Farm Parish Council will review the grant aid budget annually as part of the overall budgeting process.
- 4.2 Badger Farm Parish Council will, periodically, review the criteria for awarding grants.

Date adopted:	11 th March, 2019
Last review date:	13 th May, 2024
Next review:	13 th May, 2027



Grant Application Form

The Council are unable to consider grants or sponsorships for individual persons

Please Note: *This form must be completed IN FULL before the Council may consider any grant application. Applications must also enclose copies of their organisation's constitution, their most recent annual report, their last A.G.M. minutes and a copy of their most recent published annual accounts.*

1. Full name of applicant. (Charity/Organisation)			
2. Full postal and email address		Post code: Email:	
3. Regd. Charity No. (If applicable)	4. Tel.No:		
5. Full name of organisation's delegated contact.	6. Position/title of nominated contact.		
7. Please describe your organisations aims and objectives.			
8. Does your organisation work solely for the benefit of the people of BADGER FARM?	Y/N	9. If "YES" how many Badger Farm residents benefit on a regular basis from your organisation?	
10. If the answer to question 8 is "NO", please specify the geographical areas that you provide for and the number of persons that regularly benefit from your Charity or organisation.			
11. If your organisation is OUTSIDE BADGER FARM, how many BADGER FARM residents do/will regularly benefit from the services you provide? <i>Please enter in the box on the right >>></i>			
12. Are you seeking Grant Aid from other sources? [e.g. H.C.C., lotter funding, W.C.C.] Please specify below:			
13. How many unpaid volunteers do you have?		14. How many full-time paid staff?	15. How many part-time paid staff
16. Have you ever received a grant from Badger Farm Parish Council at any time in the past?	Y/N	17. If "YES", please enter date awarded: Amount awarded? £ _____	

PART 2. - ABOUT YOUR GRANT APPLICATION

18. What grant sum are you applying for to Badger Farm Parish Council:
19. Please provide your bank account number: and sort code:
20. Is your organisation registered for VAT? i.e. Can you claim input tax/VAT?
21. Would you please specify what the grant would be used for? (e.g. Capital project, Running costs, etc)
21. If the grant is towards a project development, do you require formal planning consent?
22. If the grant is to be used for a project, when do you expect to start and finish?
23. Start date: Finish date:
24. Please give any additional information that you feel is relevant or will support the grant application, *e.g. fund-raising events undertaken by your organisation and any amounts raised. (other grant applications)*

Signed: _____ Dated: _____

You are very welcome to attend the BADGER FARM PARISH COUNCIL meeting when your grant application will be discussed. .

PLEASE NOTE: If your grant application is successful, whether in whole or in part, it would be conditional upon your organisation acknowledging BADGER FARM PARISH COUNCIL in your Annual Report, or in any other publication [Newsletter, magazine, etc) relevant to your organisation. In signing this grant application, you agree to be bound by this condition.