

# **BURNISTON PARISH COUNCIL DISCRETIONARY GRANTS POLICY**

## **Purpose**

Any discretionary grant given by Burniston Parish Council is intended to support initiatives in the local community and help create opportunities for the residents of the Parish that are not, as a matter of course, funded by Burniston Parish Council.

## **Applicants must be able to demonstrate a clear need for financial support so as to benefit Burniston parishioners by:-**

- 1. Providing a service,**
- 2. Enhancing the quality of life,**
- 3. Improving the environment, or**
- 4. Promoting Burniston in a positive way**

## **Eligibility: -**

Applications will only be considered from organisations and groups whose membership is open to the whole parish of Burniston and where clear benefits to parishioners can be demonstrated without discrimination on grounds of race, gender, sexual orientation, creed, colour, occupation, religion or political opinion.

Applications may come from any Charity, Voluntary Group, Community Organisation, Agency or individual operating for the benefit of the parishioners of Burniston, with the following provisos:

- Activities which Burniston Parish Council considers to be the responsibility of a Statutory Authority will not be funded.
- Applications from schools for an activity that takes place within the school day will not be funded.
- Burniston Parish Council will not fund activities outside its powers and functions.
- Applications will only be considered from individuals or regional/national charities if they are for a specific project in Burniston Parish and there will be obvious benefit to the local community of Burniston.
- Applications will not be considered from "Upward funders", i.e. local groups whose fundraising is sent to their central HQ for redistribution.

## **Conditions: -**

1. Grants will not be awarded for similar items on a regular basis
2. Additional applications within a rolling 12 month period will not normally be considered.
3. The award can only be used for the purpose for which the application was made.
4. If the award cannot be used for the stated purpose, all monies must be returned to Burniston Parish Council.
5. Financial status – a copy of your most recent set of accounts must be enclosed with your application. Should none be available an explanation must be provided, if possible with substantiating evidence, to enable the Council to make a judgement as to the viability of the applying organisation. A grant will not be considered without this information.
6. Applicants must attend the council meeting at which their application is considered. Failure to do so will result in their application being refused.
7. Donations to Registered Charities in response to a general fundraising appeal will be restricted to an upper limit of £100-00.
8. Groups operating outside the parish boundary will normally be limited to an upper limit of £100-00.
9. Requests for grants in excess of £250 or which deviate from this Policy shall, once debated, stand adjourned to the following month's Council meeting.
10. All awards must be properly accounted for and evidence of expenditure should be supplied as requested. If Burniston Parish Council is not satisfied with the arrangements, it reserves the right to request a refund of monies awarded.

## Burniston Parish Council

### Application for Discretionary Grant

Name of organisation	
Name on bank account (for chq payments)	
Registered Charity/Charity Number	Yes / No
Contact name	
Position with the Group	
Contact name's home address	
Contact name's telephone number	
Contact name's e-mail address.	
No. of members in the Group	
No. of members resident in the parish	
Total spent by the group in the year	
Total received by the group in the year	
Main income sources – please itemise	
Current bank balance (please state date)	
Amount of grant requested	
For what purpose or project is the grant requested?	
What will be the total cost?	
When will the money be spent?	
Who will benefit from the project?	
Approximately how many of those who will benefit are Burniston parishioners?	
Special/other considerations	

You may use a separate sheet of paper to submit any other information which you feel will support this application.

Signed:- \_\_\_\_\_ Date:- \_\_\_\_\_

Name (In capitals) :- \_\_\_\_\_

Completed forms should be returned to the Clerk to Council at 41 Scalby Road, Burniston