

Policy Name	Frequency of Review	Date adopted & Minute Ref
Grants	Annually	5.4.2017 Minute 16/193
		4.4.2018 Minute 17/301
		6.11.2019 Minute 19/091
		4.8.2021 Minute 21/063
	Two yearly	07.09.2022 Minute 22/141(2)
		7 th December 2022 Minute 22/240(4)
	Policy reviewed as Large Grants were withdrawn for 2022-23 for budgetary reasons and it was agreed to review this prior to setting the 2024-25 budget	6 th December 2023 Minute 23/217(1)

BOURTON ON THE WATER PARISH COUNCIL

GRANTS POLICY

General

1. Any organisation seeking a grant must be based in Bourton on the Water or must provide services that offer a direct benefit to a significant sector of the local community.
2. Preference will be given to locally based organisations.
3. Application for all grants must be made to the Council in writing on forms provided by the Clerk.
4. An organisation may apply for only one grant per Parish Council financial year (April-March).
5. Organisations must have their own bank account in order to receive a grant.
6. All grants will be considered annually at a full Parish Council meeting.
7. All applications must be received by the deadlines shown below. In exceptional circumstances the Parish Council will consider grants on an 'as and when basis'.
8. Any grants issued for a specific purpose must be repaid immediately in the event that the applicant is aware that the equipment or services which are the subject of the grant award will not be required.

Small Grants (maximum £1,000)

1. The maximum sum payable as a small grant will be £1,000. A breakdown of costs should be provided on the grant application form.
2. The maximum amount payable as a small grant to national or regional organisations will be £100.
3. The total sum paid for small grants in any one year will not exceed 5% of Council's current precept. This sum will automatically be provided for in each annual budget.
4. The deadline for receipt of applications is 20th August each year and these will be considered at the September Parish Council Meeting.
5. Each grant request will be approved or rejected. Council may, at its discretion, modify the amount requested, subject to the maximum applicable limit.
6. Council will review all applications received and make awards in accordance with funding provided in the current year's budget.
7. The small grants will be awarded following approval at the September Parish Council meeting.

Large Grants (over £1,000 to a maximum of £5,000)

NB At the Council meetings in December 2022 and December 2023 it was agreed that there would be no provision for Large Grants in the financial years 2023-24 and 2024-25. It is hoped that this can be reinstated in future years, depending on budgetary provision.

1. A large grant is for a sum in excess of £1,000 and to a maximum of £5,000.
2. All organisations seeking large grants must request and return the appropriate grant application form provided by the Parish Council, which must be accompanied by the following information:
 - a. Purpose of project;
 - b. Project details;
 - c. Project timetable;
 - d. Project costing;
 - e. Details of other funding for the project, if applicable;
 - f. Copies of the previous year's audited accounts for the applicant organisation.
3. If required, the applicant organisation will be asked to make a presentation to Council at or before the September meeting when all unconfirmed grants will be agreed for a sum up to the maximum sum available in the budget or rejected.
4. The deadline for receipt of applications is 20th August each year and these will be considered at the September Parish Council Meeting.
5. The Parish Council will issue a grant offer letter to all successful applicants, confirming the terms and conditions of the offer (including timescales for payment of the grant), which must be countersigned and returned to the Parish Council within 4 weeks.
6. The applicant may request payment of the grant in accordance with the conditions of offer letter. Proof of expenditure will be required.
7. Once the grant has been issued, the applicant must acknowledge receipt of the grant, confirming that:
 - a. Either:
 - i. The project has been completed/the equipment has been purchased; or
 - ii. All funding required for the project to proceed has been raised, and that the grant will only be used for the specific purpose(s) described on the application form;
 - b. All grant conditions as set out in the grant offer letter have been met;
 - c. The Council reserves the right to carry out audit checks on the use of funds after the grant has been paid;
 - d. The organisation will acknowledge receipt of the grant in its Annual Report & Accounts covering the period of the project
 - e. The organisation will acknowledge the Parish Council's financial support in any written or verbal references to the project.