



Cantley with Branton Parish Council

www.cantleywithbrantonparish.co.uk

GRANT AWARDING POLICY

1. Scope of Funding

1.1 Funding support will be considered to voluntary and community sector organisations that are:

- Based within the parish and delivering activities or services to residents of the parish,
- Based in close proximity of the parish but are providing services/activities that are not available in the parish and are known to be accessed by residents of the parish.

2. Availability of Funds

2.1 The availability of funds to support voluntary activity is dependent on the council's overall financial position and the choices it makes when allocating resources. In 2024/2025 the total fund will be £1000. The council will supply direct financial support in the form of grants to eligible bodies in line with the agreed budget provision.

3. Definition of a Grant

3.1 A grant is defined as an award of funds to an organisation to undertake voluntary and community activities. The organisation themselves will determine their activities and the Council makes a financial contribution through awarding funding.

4. Eligible Groups

4.1 An eligible group is usually:-

- A not for profit body or where profit or income is recycled for the public good
- Undertaking work for the benefit of the parish
- Independent and determines its own aims and objectives
- Formally constituted, having a management committee made up of volunteers who are the employing body, ranging from small local self help groups to branches of national charities
- Formally constituted and/or has charitable status

4.2 Eligible Groups can also include:

- Voluntary organisations that employ paid workers for their experience or skills and may or may not have volunteers to carry out some of their activities,
- Community groups made up entirely of volunteers.

4.3 The Council will allocate resources to the eligible groups:

- Against clear and consistent criteria,
- Who achieve quality and effectiveness of services,
- Have common and transparent arrangements for agreeing objectives, monitoring performance and evaluation

4.4 In order to maintain a consistent approach all requests for grant funding will be reviewed by the Council in the following areas to achieve Best Value:

- Level of service delivery/value for money
- Quality of service
- Financial management
- If there is a real need for financial assistance from the Council
- Meeting gaps in existing provision
- Governance
- Meeting changing needs
- Attracting new sources of funding
- Reducing duplication
- Increased voluntary activity

5. Guidelines for Grant Applications

5.1 Applications should be made in writing to the Clerk to the Council and include clear justification for the application. Please see Appendix 1, Grants Terms of Reference for further information. Applications from local groups should include documents outlined in Appendix 1. Applications cannot be made retrospectively and must only be used for the purpose for which it was intended unless written approval is given by the parish council. Any unspent grant must be returned to the parish council by the end of the financial year in which it was awarded.

6. Decisions

6.1 Decision making will be on the basis as set out in paragraph 4 and a decision will normally be made by the Council at its next meeting usually within 8 weeks of receipt of the application.

7. Performance Management

7.1 The Council recognises that performance management is an important means of showing that public money is spent in the right way and achieves the best value.

7.2 In the allocation of monies there will be a need to ensure the effective monitoring and evaluation which focuses on outcomes. To achieve this it is proposed that;

- Monitoring should be proportionate to the amount of funding support awarded
- Monitoring should be used to demonstrate achievement
- Information collecting will be kept as simple as possible and proportionate

8. Risk Assessment

8.1 There are various associated risks involved in providing funding support. Voluntary and community groups will be encouraged to carry out risk assessments to identify possible areas of concern for example;

- Audit process
- Systems and processes in place to minimise fraud
- Safeguarding

Dated: 5th September 2023

Reviewed: 18th January 2024

Approved: 7th February 2024

To be Reviewed: August 2025

APPENDIX 1

CANTLEY WITH BRANTON PARISH COUNCIL

PARISH GRANT SCHEME – TERMS OF REFERENCE

These terms of reference were agreed at meetings held on 7th February 2024.

1. Groups within the parish can apply to the fund. Those outside the parish who can demonstrate direct benefit to the inhabitants will also be eligible to apply.
2. The scheme will support both capital and revenue projects.
3. Groups will apply to the fund using the agreed application form (Appendix 2).
4. Groups will be expected to supply the following accompanying documentation:
 - a. A copy of the most recent audited accounts, including an up to date balance sheet
 - b. A copy of the constitution or rules of the group
 - c. Provide proof that the group has a bank account with two signatories.
 - d. Provide a 12 month forward plan (activities and finance) and where larger grants are requested a business plan will be required.
5. There will be two deadlines for application – 30 September and 28 February. Council will normally advertise availability of the scheme two months in advance via the council's website and (any other medium).
6. The September bidding round will make £500 available for grant and the February round will make £500 available.
7. Groups can apply once per year but may bid for a number of elements of a project in the application.
8. All applications will be considered with regard to financial stability of the groups and judged on their own merits; particular attention will be given to the group clearly demonstrating the need for the project.
9. Groups will be expected to contribute some of their own funds to the project although a set percentage has not been agreed. However, where possible a group will be expected to make some contribution from its own funds.
10. Where partnership funding is being sourced outside the parish, the council would wish to see that such funding has been secured prior to awarding a grant.
11. Retrospective applications (ie for projects already completed) will not be allowed.

18/01/24

APPENDIX 2

CANTLEY WITH BRANTON PARISH COUNCIL

Parish Grant Scheme 2024/2025

Application form

Name of group:	
Main group contact: (full name and title)	
Position in group	
Address	
Telephone	
E-mail	
Provide a detailed description of the project and who will benefit from it	
Say how you know there is a need for your project	
What are the full costs of the project (including VAT if applicable)	
Where is other funding from the project to come from? (Tell us the funder and the amount you expect from them)	Funder £..... Funder £..... Funder £..... Funder £.....
Please tell us the stage at which your other applications are at, ie just applied, awaiting outcome of application or funding confirmed.	

What contribution to these costs would you like from the parish council?	£
Is this contribution for a specific element of the project?	
What is the structure of your organisation?	Informal group <input type="checkbox"/> Registered charity <input type="checkbox"/> Other <input type="checkbox"/> Please give details below

Supporting information checklist

Where relevant please ensure that the following documents are submitted with your application (accounts and bank statements must always be submitted).

	Tick to confirm enclosure
Group constitution or set of rules	
Copy of the most recent/audited accounts	
Evidence of planning permission (if necessary)	
Quotes for capital items and works over £500	
Three most recent bank account statements	
Twelve month forward plan: activities and finance (applications £5,000 and under)	
Business plan for the next three years (applications over £5,000)	

Please return to:

Bev Walton, Clerk, Kilham Hall, Kilham Lane, Branton, Doncaster, DN3 3PF
 Deadline for submission: 30th September and 28th February