

# Grant Awarding Policy

## 1. Purpose

The purpose of this policy is to ensure a consistent approach is taken when considering a grant application.

Every year, Downend & Bromley Heath Parish Council agrees on a budget for grants to be awarded to organisations that benefit residents of our local Parish. The budget for 2025/26 is **£6,000**. A grant to any one applicant is normally made in the range of **£50 – £500**.

In exceptional circumstances, larger grants may be considered. If your request exceeds this range, please contact the Parish Clerk.

---

## 2. Eligibility Criteria

To apply for a grant, an organisation must:

- Be a **properly constituted voluntary body** and be either based wholly in Downend & Bromley Heath Parish or demonstrate that a **significant number of its beneficiaries are residents** of the Parish.
  - Provide a **service outside the scope of normal public or private provision**.
  - Submit a **set of independently examined accounts** for the previous financial year (except in the case of new organisations).
  - Have a plan for raising the remainder of the necessary funds if the grant does not cover the full project cost.
- 

## 3. Grant Conditions

Downend & Bromley Heath Parish Council will:

- Determine grant awards at the **Finance and General Purpose Committee** before final approval at a **Full Council Meeting**.
  - Not provide grants to organisations or charities operating **outside the UK**, as stipulated by **Section 137 of the Local Government Act 1972**.
  - Not award grants to **individuals**, including aspiring sportspeople, as per **Section 137 of the Local Government Act 1972**.
  - Require all grant recipients to verify that the grant has been used for the **approved purpose**.
-

## 4. Application & Decision Process

1. Complete the **Grant Application Form** available on our website.
2. Applications will be reviewed at a Finance and General-Purpose Committee meeting.
3. Recommendations will be presented to the Full Council for approval.
4. Applicants will be informed of the Council's decision within **4 weeks**.

## 5. Monitoring & Accountability

Organisations awarded a grant must:

- Submit a **Monitoring Form** within **6 months** of receiving the grant, detailing how the funds were spent and the outcomes achieved.
  - Provide evidence of expenditure (e.g., receipts, invoices) upon request.
  - Return unused funds or funds not spent for the agreed purpose.
  - Comply with the **Freedom of Information Act 2000**, meaning details of awarded grants may be subject to public requests.
  - Adhere to **equality legislation** under the **Equality Act 2010** to ensure fair access to funding.
  - Be prepared for the Council to reclaim grants that have been misused or used for a different purpose.
- 

## 6. Conflict of Interest

- Councillors and staff involved in decision-making must **declare any conflicts of interest**.
  - Organisations affiliated with councillors or staff must **disclose this in their application**.
- 

## 7. Policy Review

- This policy will be **reviewed at least every two years** to ensure continued compliance with legal requirements and best practices.
- **Adopted by Parish Council:** 20<sup>th</sup> February 2025
- **Last reviewed:** \_\_\_\_\_
- **Next review due:** 20<sup>th</sup> February 2027
- **Signed:** Chairperson: Janet Biggin    Parish Clerk: Kevin Spratt