

# Broadwas and Cotheridge Parish Council



**Grants Policy**

# Broadwas and Cotheridge Parish Council

## Grants Policy

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### 1. Purpose and Legal Power

Broadwas and Cotheridge Parish Council ("the Council") provides grants to support activities and projects that benefit the parish and its residents.

Grants are awarded in accordance with the Council's powers under Section 137 of the Local Government Act 1972 and, where applicable, Section 1 of the Localism Act 2011 (General Power of Competence).

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### 2. Annual Grant Budget

1. The maximum sum set aside each financial year for grants will be agreed annually by the Council at the full Parish Council meeting at which the precept is set.
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### 3. Eligibility

1. Grant applications will be welcomed from organisations, groups or bodies operating within, or for the benefit of, the parish of Broadwas and Cotheridge.
  2. Applicants must be properly constituted, with a written constitution or governing document and appointed officers.
  3. Grants will not be awarded to private individuals.
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### 4. Application Process

1. All applications for grants must be made in writing using the Council's grant application form and submitted to the Clerk.
  2. It is the responsibility of the applicant to ensure that the form is fully completed and that all required supporting documentation is provided.
  3. Applications will be considered by the Council at the next available Council meeting.
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## 5. Assessment Criteria

1. The Council must be satisfied that any grant awarded will benefit the parish and its residents.
  2. Priority will be given to projects where there is clear evidence of local need or demand.
  3. If applications received exceed the funds available in any financial year, the Council will prioritise projects that benefit the greatest number of parish residents.
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## 6. Supporting Documentation

Each application must be accompanied by appropriate supporting documents, which may include:

- Evidence of having sought financial backing from other sponsors (required for applications over £500)
  - Trading account and balance sheet for the most recent financial year
  - Details of existing bank or building society accounts
  - For newly formed organisations, basic financial information
  - A detailed breakdown of project costs
  - Details of other sources of income or funding applied for
  - A copy of the organisation's constitution or rules
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## 7. Grant Conditions

1. Grants will not be made retrospectively.
2. Grants will not be awarded to fund activities of a political nature, nor activities that are the responsibility of a principal authority.
3. Grants will not be awarded to organisations or bodies established for profit, or where funds would generate surplus profit beyond reasonable running costs.
4. Applications must include details of any other funding streams applied for in relation to the project.
5. Grants will only be considered where sufficient and appropriate documentation is provided.
6. If a grant is not used wholly for the purpose for which it was awarded, any unspent or misapplied funds must be returned to the Council immediately.
7. The grant must be used solely for the purpose stated in the application.
8. Any organisation receiving a grant must acknowledge the Council's contribution and explain how this will be done.
9. Projects funded by a grant should normally be completed within one year of the award.

10. Grant recipients must provide an End of Project Report, including a breakdown of expenditure and, where requested, copies of receipts, within three months of completion.
  11. Failure to comply with these conditions may result in the grant being withdrawn and repayment being required.
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## **8. Conflicts of Interest**

Any Councillor with a declarable interest in an application must disclose that interest in accordance with the Council's Code of Conduct and must not participate in the discussion or decision on that application.

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## **9. Decision Making and Transparency**

1. All grant decisions are made at the Council's discretion and will be recorded in the minutes of the relevant Council meeting.
  2. The Council's decision on any grant application is final and there is no right of appeal.
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## **10. Review of Policy**

This policy will be reviewed periodically and updated as necessary to reflect changes in legislation or best practice.