

BARNT GREEN PARISH COUNCIL

80 Hewell Road, Birmingham, B45 8NF

0121 447 9893

exec@barntgreenparishcouncil.gov.uk
www.barntgreenparishcouncil.gov.uk



GRANT AWARDING POLICY

Each year the parish council reserves a sum of money to award grants to voluntary organisations and community groups that provide a service that benefits the residents of Barnt Green.

These grants are limited and can only be made available to those organisations that can demonstrate a need for assistance for activities that fall within the above statement.

The Parish Council will consider applications for grants from voluntary groups or charitable organisations meeting within the parish boundary or within two miles of the parish boundary and having a significant number of parish residents in membership.

THE COUNCIL'S COMMITMENT

Barnt Green Parish Council recognises that that new community organisations often have difficulty obtaining funding from other sources and so will give special consideration to applications from such groups and will publicise the availability of grant aid via the media, website and publications.

The parish council is also committed to equal opportunities aiming to utilise the talents available from the local community, representing society as a whole.

1. Grant applications will be considered to fund:

- (a) the purchase of equipment either in part or in full;
- (b) unusual transport costs;
- (c) necessary training;
- (d) activities that raise the profile of the parish;
- (e) a viable group or society experiencing a period of financial hardship;
- (f) a special event or celebration.

2. Grant applications will not be considered to:

- (a) support individual activities;
- (b) support a general fundraising appeal.

3. Guidance for the Parish Council when considering grant applications

- (a) Grant applications will be considered at the first scheduled Parish Council meeting following the tenth day after receipt of the application unless extra time is required to pre-assess the request or seek further supporting information.
- (b) The applicant will be invited to address the Parish Council at that meeting.
- (c) Grant support must fall within the current budget set aside by the Parish Council.
- (d) The amount of grant will depend on the proposed activity but in usual circumstances will not exceed £500.

4. Award Criteria

Each application will be assessed in terms of;

- (a) How effectively the group will use the grant
- (b) How well the grant will meet the needs of the community
- (c) Whether the costs are appropriate and realistic


- (d) Level of contributions raised locally
- (e) If the applicant could have obtained funding from a more appropriate source
- (f) How the group is managed
- (g) How the grant positively benefits residents residing within the parish
- (h) Whether it meets equality social inclusion and community inclusion aims

5. Guidance for voluntary groups or organisations seeking grant support

- (a) Applications shall be sent to the Executive Officer, Barnt Green Parish Council, 80 Hewell Road, Barnt Green, Birmingham, B45 8NF; or by email at exec@barntgreenparishcouncil.gov.uk
- (b) Applications to the Parish Council shall be made by the group's appointed member using the application form provided at pages 3 and 4 of this document;
- (c) Applications shall only be for qualifying activities described in section 1 above;
- (d) Applicants **must** have a bank account in the name of the organisation requesting the grant and should funding be approved then payment will only be made into this account and not a personal bank account.
- (e) Applicants must demonstrate that they have a set of rules which govern their operation, including what happens to funds if they cease to operate.
- (f) Applicants shall enclose a copy of the statement of receipts and payments as evidence that the expenditure has been incurred
- (g) Where it exists, a balance sheet approved at the group's most recent AGM together with copies of bank statements covering the past six months shall be provided.
- (h) Within six months of receipt of grant funding applicants shall provide to the Parish Council a report of how the funding has been spent.

6. Further Information

- (a) Applications cannot be made retrospectively for projects already completed.
- (b) It is expected that grant money will be spent during the financial year of receipt.
- (c) If the organisation dissolves, the Council expects the funds to be reimbursed.
- (d) The grant will be repayable to the Council should the project that the grant was granted for not materialise.
- (e) There is no restriction to the number of times an organisation may apply for grant funding, however, the history of previous applications will be considered in the decision-making process. Priority will be given to first time applicants who fulfil the criteria.
- (f) The giving of grant aid in one year does not set a precedent for another year.
- (g) Recognition of the grant from Barnt Green Parish Council must be made in any publicity and acknowledged on any promotional documents.

Chairman 
Cllr R Cholmondeley, Barnt Green Parish Council

Date 25/11/24

Date of policy review: October 2028

Application Form

Please read the guidelines above before completing this form.
Please complete in print or if in writing complete legibly using black ink.

1.1	Name of organisation	
1.2	What does the organisation do?	
1.3	How long has the organisation existed?	
1.4	Where does the organisation meet?	
1.5	How many members belong to the organisation?	
1.6	How many members live within Barnt Green parish?	

2.1	Describe the activity or project requiring grant support (Refer to qualifying activities a - f in paragraph 1 of attached policy)	
2.2	What will be the total cost of the activity or project?	
2.3	How much will you provide out of your own funds?	
2.4	How much are you seeking from the Council?	
2.5	How will the activity or project benefit the residents of Barnt Green?	
2.6	Please provide, in space below or on separate sheet, any further supporting information relevant to this application	

3.1	Applicant's name	
3.2	Applicant's position <i>E.g. secretary / treasurer etc.</i>	
3.3	Applicant's address	
3.4	Applicant's telephone no.	
3.5	Applicant's email address	

Declaration to be made by the Applicant

- (a) I am authorised by the organisation named at 1.1 above to make this application for grant support;
- (b) The organisation agrees to abide by the Parish Council's policy above in connection with any award it makes;
- (c) I enclose a balance sheet approved at the group's most recent AGM together with copies of bank statements covering the past six months;
- (d) The information I have provided in this application form and in supporting documentation is true and accurate.

Signature: _____

Date: _____

When completed please e-mail or post to Barnt Green Parish Council via above address.

For office use:	
Date received:	Date acknowledged:
Meeting agenda ref:	Meeting decision:






Grant Awarding Policy October 2020

Final Audit Report

2020-10-29

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BGPC Grant Awarding Policy

Final Audit Report

2024-11-25

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