

APPLICATION FOR SMALL GRANTS

Billingham Parish Council has a small budget for the award of grants. The Council can only award grants using particular legal powers. Where there is no statutory power specific to the activity for which the grant is sought, such as grants to a sports club or for a band, the Council may use section 137 of the Local Government Act 1972 to give grants to a community organisation. This power may only however be used if its use will benefit **some or all of its residents or some or all of the area and where the benefit obtained is commensurate with expenditure incurred.**

The critical words are **some or all** – in both cases. The Parish Council does not have the legal powers to provide Grants to individuals and grants where the activity would not obviously benefit the Billingham parish area are equally problematic, however worthy the Councillors may feel the project to be.

Grants are considered annually at the Parish Council Finance meeting in November. Grants must meet the Council's grant criteria. The Grant request must be submitted on the Billingham Parish Council Application for Small Grants Form. Copies of the application form can be requested from the Parish Council Office, or downloaded from the Billingham Parish Council website. All applications **must** be accompanied by appropriate accounts and or supporting financial information. Forms and the supporting information must be returned to the Parish Clerk by the **30 September**.

Terms and Conditions

1. The amount of the award will be at the discretion of the Parish Council but will not exceed £5,000
2. All applications will be considered on their merits, but in general will be awarded for capital projects, such as the purchase of equipment or improvements to premises. In addition the Council may support a community event, festival or other special event. The Council does not normally give grants towards the running cost, salaries or consumables, unless there are exceptional circumstances.
3. Grants will be awarded to voluntary groups, societies clubs, non-profit making organisations operating in the Billingham Parish area, where the benefit will be for this area alone. However, Groups from outside the Parish who can demonstrate direct benefit to the area are eligible to apply
4. Grants **will not be awarded** to individuals or to regional or national charities unless it is for a specific project in the Billingham Parish area where there will be obvious benefit to the council area.
5. Grant monies will be paid to the organisation or group stated on the application and not an individual.
6. The purpose for which the grant is made must be in the interest of the Billingham Parish area or any part of it or all or some of the inhabitants of the Billingham Parish which is defined by the boundaries of the Parish Council. The benefit to the area or inhabitants must be commensurate with the expenditure.
7. Groups from outside the Parish who can demonstrate direct benefit to the area are eligible to apply
8. The Parish Council will take into account any previous grants awarded to an organisation or group when considering a new application.
9. No grants will be awarded to or for any commercial venture for private gain
10. Retrospective applications will not be funded where the expenditure has been made, the project has been carried out or the event has taken place.

11. All grants will be conditional upon submission of **current balance sheet and last audited accounts and supporting documentation** detailing cost of capital expenditure, project or event for which the funding is being sought.
12. All grants recipients are required to provide the Parish Council with a brief report, including photographs, if applicable, of how the grant has been utilised, how it has assisted the organisation or group and what it has achieved. This must be submitted within **ten** months of the purchase of the capital equipment or completion of the project.
13. If the grant is put to purpose other than those for which it was awarded without the prior approval of the Parish Council, the recipient organisation or group will be required to repay the grant to the Parish Council.
14. The organisation or group should supply such information as the Parish Council may request regarding the impact of the project on the Parish Council's area.
15. Recognition of the grant from Billingham Parish Council must be made in any publicity.

How will the application be assessed?

1. How well the grant will meet the needs of the community, providing positive benefits to the inhabitants
2. How effectively the organisation or group will use the grant
3. Whether the costs are appropriate and realistic
4. What level of contribution has been, or will be, raised locally
5. Whether the organisation or group could reasonably have been expected to obtain sufficient funding from another, perhaps more appropriate source.
6. How the organisation or group is managed, as indicated by the constitution.

PREVIOUS APPLICATIONS

Has your organisation previously applied for a grant from this Parish Council?

If yes please provide details of the project and the date and mount of any grant received

Yes NO

CURRENT FUND RAISING ACTIVITIES

Please continue of separate sheet if required.

ADDITIONAL INFORMATION & SUPPORTING STATEMENT

Please continue of separate sheet if required.

ORGANISATIONAL FINANCES

All applications must be accompanied by the following financial information. If you do not supply this information your application will not be processed.

- A copy of your latest approved statement of income and expenditure and last audited accounts
- A Photocopy of your latest Bank Statements.
- A statement of the organisations or group capital assets, if any
- To be made available on request a copy of your organisational constitution

The council may request additional information depending on the project and the amount of grant requested

DECLARATION

I, the named person below can confirm the information provided in this document is accurate at time of completion, and all supporting documentation is enclosed. I confirm any subsequent information that may support this application will be submitted prior to finance meeting.

Forename		Surname	
Signature		Position held in organisation	
Date			

FOR PARISH COUNCIL USE			
Date received			
Grant Awarded	Yes <input type="checkbox"/>	NO <input type="checkbox"/>	
Grant Amount		Cheque Number or BACS date	
Date			