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Grants Policy and Process

Policy Statement

A Grant is any payment made by the Council to be used by an organisation for a specific purpose in the furtherance of the wellbeing of the local community and which is not directly controlled or administered by the Council.

1. Policy

Castle Bromwich Parish Council awards small grants, at its discretion, to community organisations which can demonstrate a clear need for financial support to benefit Castle Bromwich by:

- Providing a service
- Enhancing the quality of life of community members
- Improving the environment
- Promoting Castle Bromwich in a positive way

The organisation must be either non-profit making or charitable. Grants will not be made to individuals. Grants will not be made retrospectively and only one application for a grant will be considered from each organisation in any one financial year.

2. Process

2.1. The Grants budget will be set annually as part of the general budget setting process.

2.2. Applications will be considered by the Finance and General Purposes Committee on a rolling basis at each meeting. Applications must be submitted with 14-days' notice of each meeting.

2.3. The scheme will be publicised through noticeboards and social media.

2.4. Organisations will not automatically be contacted about the grant scheme on the basis of previous expressions of interest.

2.5. Applicants will be required to complete an application form and return it to the Clerk.

2.6. Organisations may be required to provide a copy of their previous two years accounts or for new initiatives, a budget forecast.

2.7. Organisations may be required to provide a copy of their written Constitution, should they have one, together with details of their aims and purpose; project or activity; proportion/number of beneficiaries living in the electoral area; and demonstrate a clear need for funding for something specific.

2.8. The Finance and General Purposes Committee will make the decision on which grants to award and its decision will be final.

3. Grants

3.1 There is a limited budget each year.

3.2 All questions on the application form should be fully answered and additional appropriate information, which supports an application, should be provided.

3.3 The administration of and accounting for any grant shall be the responsibility of the recipient.

3.4 Monies should be spent within 12 months of receiving the grant.

3.5 The Parish Council reserves the right to contact recipients to confirm details of expenditure.

4. Conditions of Funding

4.1 Applications will not be considered from private organisations operated as a business to make a profit or surplus.

4.2 Applications will not be considered from “Upward funders”, ie local groups whose fundraising is sent to their central HQ for redistribution.

4.3 Applications will not normally be considered from national organisations or local groups with access to funds from national “umbrella” or “parent” organisations, unless funds are not available from their national bodies, or the funds available are inadequate for a specified project.

4.4 Applications from religious groups will be considered where a clear benefit to the wider community can be demonstrated irrespective of their religious beliefs. Compliance with this requirement will need to be demonstrated throughout the project.

4.5 All applications must demonstrate clearly how the grant will be of benefit to the local community within the Parish.

4.6 An organisation may be requested to supply audited accounts or accounts that have been independently examined by a suitably qualified person, for the previous two financial years or, in the case of a newly formed organisation, a detailed budget and business plan may be required.

4.7 An organisation is required to have a bank account in its own name.

4.8 Ongoing commitments to award grants or subsidies in future years will not be made. A fresh application will be required each year.

4.9 Each application will be assessed on its own merits and will be considered along with other applications at a meeting of the Finance and General Purposes Committee.

4.10 To ensure as fair a distribution as possible, the Committee will take into account the amount and frequency of previous awards.

4.11 The Committee may make the award of any grant or subsidy subject to such additional conditions and requirements, as it considers appropriate.

Approved 24th September 2025 C25-128B

Name of Organisation:

Total Membership: **Adult Membership:** _____

Other Members (Children/Families/or please specify……..…..): _____

Purpose of Organisation:

Are you a registered charity **Yes/No** **Reg. Number**

Individual authorised to make this application:

Name of Contact _____ **Position** _____

Address of Contact _____

_____ **Post Code** _____

Tel No _____ **(Day)** _____ **(Evening)**

DETAILS OF APPLICATION - **Amount applied for £** _____

Description of the project seeking financial support:

Estimated Total Cost	**£**		**Additonal Project Funds sought**	**£**
Breakdown	£	Breakdown	Internal Fundraising	£
	£		Balances / Reserves	£
	£		Grant Aid	£
	£			£

Describe the anticipated benefits to the organisation and to Castle Bromwich if this scheme is to go ahead.

Have applications been made to any other funding bodies in respect of this project

Organisation	**Amount**	**Date**	**Result of Application**
	£	__/__/__	**Approved / Declined**
	£	__/__/__	**Approved / Declined**

Details of any previous assistance received in the last 5 years from funding bodies, including Castle Bromwich Parish Council

Organisation	**Amount**	**Purpose**	**Date**
	£		__/__/__
	£		__/__/__

CHECKLIST FOR APPLICANTS ***(For Grants in excess of £100)***

Organisation's budget for current year	**( )**	**Project estimates**	**( )**
Annual Accounts for last complete year.	**( )**	**Other supporting information**	**( )**
Constitution/Set of Rules	**( )**		

DECLARATION: I have read and accept the terms and conditions under which any grant awarded will be made.

Signed _____ **Position** _____ **Date** __/__/__