

Brundall Parish Council

Grants Awarding Policy

A sum of money awarded to an organisation in anticipation of it being used for an agreed purpose.

1. Terms of reference:

Brundall Parish Council will consider applications for grants from voluntary, community groups or charitable organisations.

Grant applications will be considered only by the Full Council

All grant applications must be able to demonstrate that their purpose will benefit the Parish, or residents of the Parish.

Grants will be considered at any time of the year.

2. Applications will be considered for the following purposes: -

- a) Purchasing equipment
- b) Running costs of a viable group which is experiencing hardship
- c) Provision of recreational facilities
- d) Training activities, or to hire the expertise of an outside trainer/instructor
- e) Activities raising the profile of the area
- f) Special events or celebrations taking place within the Parish
- g) Funding of transport for groups partaking in a trip or outing

3. Conditions: -

- a) Only one application from a community or charitable group may be considered in any 12 month period, at the discretion of the Council
- b) The award must be used for purposes stated in the application

- c) Evidence of expenditure will be required after 6 months. The Parish Council will request a refund of monies spent if unsatisfied with the evidence provided.
- d) Any unspent grant award must be returned to the Parish Council within 6 months of the grant being awarded, unless an extension is requested.
- e) Donations to Charities in response to general fundraising appeals will not be considered.
- f) A maximum of £300 per application, subject to the Parish Council making a decision, in a worthy cause, to exceed this limit.

4. Eligibility: -

- a) Any Charity, Voluntary or Community Organisation
- b) No Community organisation operating within the responsibility of a Statutory Authority will be funded by a grant award.
- c) No school activity which takes place within the school day shall be funded
- d) The Parish Council will not fund activities outside its powers and functions.

Brundall Parish Council - Request for a Grant



BRUNDALL
PARISH COUNCIL

**2 Station Road
Brundall NR13 5LA
Tel: 07769 972902
E-Mail: clerk@brundall-pc.gov.uk**

For Office Use Only

Ref

Rec'd

Name and address of organisation requesting funding:

Telephone:

E-mail:

Name and address of contact to whom all correspondence should be sent:

Telephone:

E-mail:

Please give a brief description of the project for which you are requesting financial assistance

Please indicate which purpose you are applying for funding for from section 2 above

Description:

Please give a financial breakdown of the costs of the project

Total sum your organisation is spending on the project £

Total sum requested from Brundall Parish Council £

Does the sum you are requesting include any payment of VAT? YES / NO

How much? £

Date by which you require the funding from Brundall Parish Council	
Are you requesting funding from any other organisation? YES / NO If yes, then please give brief details of the sums requested and the organisations concerned	
Have you previously requested funding from Brundall Parish Council for this project? YES / NO If yes then please give details	
Have you previously requested funding from Brundall Parish Council for any other project? YES / NO If yes then please give details	
Please state why you think that Brundall Parish Council should support this project	
How many residents of Brundall will benefit from this project?	
When will the money be spent?	
Please supply any other information that you believe is relevant to your submission	
<i>Please note that Brundall Parish Council reserves the right to request copies of receipts and details of expenditure if this grant application is successful. Any unspent monies must be refunded to the Council. Please refer to our Grants Policy.</i>	
Signed:	Date: