

Backwell Parish Council  
Grant Awarding Policy 2024

## Policy For The Consideration Of Grant Requests

The Parish Council considers grant requests from organisations as part of its annual budget setting process.

### Deadline

Applications must be submitted by the end of August to allow time for proper consideration. Final decisions will be made in the following January once our budget is set, and grants will be payable in April, at the start of the next financial year.

### Eligibility.

Only registered charities, voluntary groups or community organisations are eligible to apply for a grant. National or regional charities are not eligible, nor are individuals.

Any organisation applying for a grant must be primarily based within the parish of Backwell and be able to demonstrate that funds awarded will be used for the benefit of local residents.

### Purpose /objectives of any grant

Grants awarded should be used for:

- Purchasing equipment either in full or in part.
- Funding transport that will enable group members to partake in a group trip.
- Hosting special events or celebrations.
- Provision of recreational facilities.
- Funding specific projects.
- Specific items of expenditure in the upkeep/maintenance of community structures.

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**Conditions**

- Any grant is made at the discretion of the Parish Council and is not an entitlement for any organisation.
- An award is made on the condition that it is used for the purpose for which the application was made.
- If an organisation is unable to use all or any part of the award for the stated purpose then all or any monies not used for the stated purpose must be returned to the Council.
- All awards must be properly accounted for, and evidence of expenditure is to be supplied as requested. If the Council is not satisfied with any aspect of the application, it reserves the right to a refund of monies awarded.

**Applications**

This form should be submitted to the Clerk by email to [clerk@backwell-pc.gov.uk](mailto:clerk@backwell-pc.gov.uk) to assist councillors in their decision making. Any figures should be for the last financial year of the organisation. A summary statement of accounts (e.g. receipts and payments plus the bank balance) should be attached. It is preferable, but not essential, if the accounts have been audited.

This policy was reviewed in February 2023. End of policy.

<b>BACKWELL PARISH COUNCIL GRANT APPLICATION FORM</b>	

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Name of organisation	
Address of organisation	
Telephone number of organisation	
Email address of organisation	
Registered Charity/Charity Number	
Contact name	

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Position with the organisation	
Contact name's address	
Contact name's telephone number	
Contact name's email address.	
Full and specific details of purpose for which the grant would be used. (Continue on a separate sheet if necessary)	

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If funds were awarded they please show how they would be used for the benefit of residents within the parish	
Please supply a copy of the last set of accounts for the organisation	
Total sum spent by the organisation in the last financial year.	
Total sum received by the organisation in the last financial year.	
Main income sources – please itemise.	

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Current bank balance	