

BURSTWICK PARISH COUNCIL

Grant Awarding Policy

Introduction

As a parish council active in the community, Burstwick Parish Council allocates a sum of money from its budget each year that can be used to support local groups and organisations.

Grants will be paid using the statutory power of Section 137 of the Local Government Act 1972. This act permits expenditure up to a certain limit on anything which in the opinion of the council is in the interests of the parish, or any part of it, or is in the interest or all or some of its inhabitants and which would produce a benefit in line with the expenditure involved.

This amount is limited to a figure per head of the electorate on the electoral role on 1st January before the commencement of the financial year. The figure is index-linked and for 2022/23 is £8.82 per elector.

The parish council has no obligation to spend all or any of the money available under S.137. This money is not 'gifted' to the parish council; it forms part of the Precept which the parish council makes to East Riding of Yorkshire Council. The cost of any grants is therefore reflected in residents' council tax bills.

The amount allocated from the budget is currently £150.00 per year, this gives the parish council the capacity to make up to three grants of £50.00 per year.

Who can apply?

Groups and organisations must:

- be based and operational in the village/parish of Burstwick
- be a charity or a voluntary or community group
- have a bank account in your groups name, if you don't have an account in your groups name, then the parish council can purchase items on your behalf

In addition, the parish council would prefer applications from groups with a constitution (set of rules) which states aims and objectives of the group and its operating procedures, but this is not essential.

What can be funded?

- projects that make the local community a better place to live, work, rest, play or visit
- benefits residents of the parish
- applications for day to day running costs and specific projects will be considered
- each group can make one application per year

What can't be funded?

- the Council will not provide funding for long term support
- the council will not support sponsorship or marketing activities

- grants are not available for items that have already been bought or will be bought while the application is being considered
- grants will not be awarded to individuals

How to apply

The grants scheme is open throughout the year until funds are used up. Groups and organisations can apply for a grant in writing to the Parish Clerk, to include the following information:

- Who the group is and what they do
- What the grant is for
- Details of the treasurer, sort code and account number or who to make a cheque payable to

You may be asked to provide additional information such as a copy of your constitution or rules or a recent bank statement.

Who makes the decision?

The application for a grant will be added to the agenda of the next full parish council meeting for a decision to be taken by the council. Clerk will inform the group /organisation shortly after the meeting.

Conditions of support

- All payments to be made electronically by bank transfer, for groups who don't have access to online banking then a cheque will be issued
- Parish council will expect to receive written confirmation of receipt of funds
- If the parish council is making purchase on behalf of your group, you will be asked to sign on receipt of your items
- Grant can only be used for the purpose applied for and agreed by the parish council
- Grant must be spent within the financial year awarded and cannot be added to your reserves
- Parish council may ask you to provide proof that the grant has been spent
- If your project costs are more than anticipated any shortfall must be met by you
- Any unused funds at the end of the financial year in which the grant was paid must be returned to Burstwick Parish Council
- You must acknowledge Burstwick Parish Council's support in relevant reports and publicity
- A representative to give a report at the Annual Parish Meeting in April, on how you spent the money and how the project went

Clerk contact details	Review
Mrs K Dawson T: 07842620178 E: burstwickpc@gmail.com W: www.burstwickpc.co.uk	This policy will be reviewed in 2025. Policy adopted by Burstwick Parish Council on: 31/1/2023, minute ref 2023/01/15. Signed by Chairman: <i>D James</i>