



# Grants & Contributions Policy

---

## Brantham Parish Council

Author: Sarah Keys (Parish Clerk)

<b>ADOPTION DATE:</b>	23 August 2023
<b>MINUTE NO.</b>	FC 08.23.11
<b>VERSION NO.</b>	2
<b>REVIEW DATE:</b>	01 August 2023

# Grants & Contributions Policy

## POLICY STATEMENT

The Parish Council recognises the important impact that the activities of many local organisations and individuals have on the wellbeing of the local community. Brantham Parish Council has statutory powers to make funds available to local organisations for the overall benefit of Brantham and its residents.

This document outlines Brantham Parish Council's guidelines for making contributions. It also formalises the application process to ensure access, openness and fairness to the groups and organisations we aim to support. We will ensure that our contributions activity is fair and transparent.

## GENERAL INFORMATION FOR APPLICANTS

It is Brantham Parish Council's intention (subject to budget restrictions and available resources) to support initiatives and create opportunities in the local community that are not, as a matter of course, funded by the Council.

Priority will be given to applicants who have not previously received grants from Brantham Parish Council. The size of any grant awarded is at the discretion of the Parish Council but will not exceed £500 in any one application.

The Council reserve the right to ask an organisation for 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.

Each application will be assessed on its own merits and will be considered along with other applications by the Council's Finance Committee. Due account will be taken of the extent to which funding has been sought or secured from other sources or own fund-raising activities.

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

All applications should be submitted in writing using the [form](#) published on the Parish Council website. The administration of and accounting for any grant or subsidy shall be the responsibility of the recipient.

## WHO IS ELIGIBLE TO APPLY

The following organisations may apply to Brantham Parish Council:

- A Brantham based charity
- An organisation serving the needs of the residents of Brantham
- Resident(s) of Brantham requesting a contribution for a project/event that will be for the benefit of the community as a whole
- A local branch of a regional or national organisation/group which serves the needs of the residents of Brantham
- Applications from religious groups will be considered where a clear benefit to the wider community can be demonstrated irrespective of their religious beliefs.
- Applications from education, health or social service establishments will be considered where the organisation can demonstrate that it is working in partnership with other groups and where there are benefits to the wider community within the Parish

## WHO IS NOT ELIGIBLE TO APPLY

Brantham Parish Council will normally reject applications from:

- Projects which are the prime statutory responsibility of other government bodies who would normally be funded by a local or regional authority
- Projects which improve or benefit privately owned land or property
- Support for individuals or private business projects
- “For profit” commercial organisations
- Regional and national organisations unless it can be clearly demonstrated that the grant would be used specifically for the residents served by Brantham Parish Council
- Organisations with political affiliations or those established for the purpose of forwarding a party-political agenda
- Organisations who discriminate on the grounds of race or religion.
- “Upward funders”, i.e. local groups whose fund raising is sent to their central HQ for redistribution.

### **WHAT CAN BE FUNDED**

The project should be something that makes the local community a better place to live, work and play. It should be something that will provide a long lasting and sustainable benefit to our local area. The project should improve the social, environmental and/or economic profile of Brantham. Priority will be given to those applications which add value over applications for running costs.

### **WHAT IS UNLIKELY TO BE FUNDED**

The following projects are unlikely to be funded:

- Projects which have a large shortfall in the funding required to complete the project
- Projects that simply replace existing facilities with no significant improvement
- Projects that are seeking long-term funding for running costs or other costs
- Projects that cannot demonstrate financial sustainability going forward

### **CONDITIONS OF FUNDING**

Brantham Parish Council support must be acknowledged as appropriate on all publicity and promotional material including posters, advertisements, press releases and leaflets.

Financial support can only be used for the purpose for which the contribution is made.

Funding must not be distributed to any other organisation.

**Applications should be submitted, using the Contributions Request Form to:**

The Clerk, Brantham Parish Council, Thornfield Cottage, Bradfield, CO11 2QW  
[clerk@branthamparishcouncil.gov.uk](mailto:clerk@branthamparishcouncil.gov.uk)

**Decisions will be based on the following criteria:**

- |                            |                         |
|----------------------------|-------------------------|
| • General eligibility      | • Community involvement |
| • Impact on key local need | • Feasibility           |
| • Community Support        | • Sustainability        |
| • Value for money          | • Likely effectiveness  |
| • Environmental impact     |                         |