



## **Badgers Mount Parish Council-Grants Policy Document**

### **Introduction**

Badgers Mount Parish Council is committed to supporting local organizations and initiatives that enhance the community and quality of life for its residents. A grant is defined as any payment made by the Parish Council to an organization for a specific purpose that benefits the Parish or its residents, and which is not directly controlled or administered by the Parish Council.

This policy outlines the criteria, application process, and conditions for awarding grants, in accordance with the General Power of Competence and Section 137 of the Local Government Act 1972. Grants under Section 137 are made for the benefit of part or all of the community, ensuring value for money and fair distribution.

### **Eligibility**

The Parish Council awards grants, at its absolute discretion, to not-for-profit, charitable, or volunteer organizations that can demonstrate a clear need for financial support to achieve an objective that benefits the Parish by:

- Providing a service
- Enhancing the quality of life
- Improving the environment
- Promoting Badgers Mount in a positive way

The Parish Council will not award grants to:

- Private individuals
- Commercial organizations
- Purposes with a statutory duty upon other local or central government departments unless devolved to the community or local level
- “Upward funders”/ “Uploaders” (local groups raising funds for a central HQ)
- Political parties
- Religious organizations, unless for a non-discriminatory purpose
- Organizations with unacceptable policies (racist, extremist, etc.) or those that have a closed or restricted membership



- Publicize or promote any organizations

This list is not exhaustive and may be amended at the Council's discretion. Only one application per organization will be considered in any financial year. No ongoing commitments for future years will be made. Grants will not be made retrospectively or for projects already commenced, unless there are exceptional circumstances & at the discretion of the Parish Council.

### **Grant Application Procedure**

Applications must be submitted by 1st November for consideration in the following financial year. The Clerk to the Council will receive and collate all applications for presentation at the appropriate Council meeting.

Applicants must provide:

- A completed application form
- Relevant supporting information: Bank Statements for the last 3 months signed by a signatory of the organisation
- Full project or activity details
- Last year-end accounts and a clear funding need demonstration
- Evidence of funding sought elsewhere
- For new initiatives, a detailed business or project plan
- A copy of their constitution or statement of aims
- Membership details with a percentage of members residing in Badgers Mount
- Evidence of equal access promotion

Applicants may be invited to meet with the Council to discuss their application. Volunteer time estimates and project impact details should be included to help the Council prioritize requests.

### **Assessment Procedure**

1. The budget will include an allocated amount for grants, which does not guarantee an award.
2. An additional reserve may cover late applications, with a maximum of £500 per unplanned application.



3. Once the grant budget is exhausted, only emergency requests will be considered.
4. Applications will be assessed on their merits, previous awards, geographical spread, and funding from other sources.
5. The Council may impose additional conditions and reserves the right to refuse applications deemed inappropriate.

### **Conditions of Funding**

1. Grants must be used for the stated purpose unless prior written approval for a change is obtained.
2. Compliance with any information requests from the Parish Council is required.
3. Unspent grant money must be returned to the Parish Council within a year of the Grant money being awarded.
4. Organizations must inform their members that the grant was received from the Parish Council.
5. Proper accounting for the grant is required, with evidence of expenditure supplied upon request.
6. All applicants will be contacted in writing following the Council's decision.

### **Compliance and Accountability**

Organizations must comply with all legal and statutory requirements. They are responsible for the administration and accounting of the grant, and failure to meet conditions may result in the repayment of the grant.

### **Monitoring and Reporting**

Recipients **must complete an evaluation form** and provide evidence of expenditure and project impact. This information should be submitted within one month of project completion or by the end of February each year.

### **Grant Types**

The Council has limited budget each year and guidance can be given to applicants on how much money is likely to be available in a specific financial year

- **Small Grants:** Up to £500, typically one-off for specific projects or equipment.
- **Revenue Grants:** For significant community services, possibly for up to three years, subject to annual review.



- **Urgent Grants:** Considered in exceptional circumstances, to be processed promptly.

### **Review and Amendments**

This policy will be reviewed periodically to ensure its effectiveness and relevance to the community's needs.

**Policy Adopted:** [July 18 2024]

**Minute Ref:** [6.2]

**Policy to be Reviewed:** [Annual Parish Council Meeting 2025]

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This document provides a comprehensive framework for the awarding of grants by Badgers Mount Parish Council, ensuring transparency, fairness, and accountability in supporting local community initiatives and will be reviewed and adapted for effectiveness and suitability on an annual basis.

**Appendix A: Grant Application Form**

Name of organisation	
Contact name	
Position	
Address	
Postcode	
Telephone	
Email	
Website (if applicable)	
Is your organisation a registered charity?	<input type="checkbox"/> YES <input type="checkbox"/> NO If YES, please provide charity number
Brief description of your organisation, its aims and its mains activities	
Please provide the number or percentage of members that belong to your organisation and live within Badgers Mount Parish	
Details of any restrictions placed on who can access your organisation's services	
Project for which the grant is required	
How will this project benefit the parishioners of Badgers Mount?	
Total cost of project	
Amount of grant requested	

<p>Have you received, applied or intend to apply for funding from any other source(s) for this project?</p>	<p><input type="checkbox"/> YES <input type="checkbox"/> NO If YES, please provide details including: name(s) of organisation(s), amount(s) requested and success/failure of application(s)</p>
<p>How much of the total cost of the project does your organisation intend to raise itself and how?</p>	

Declaration

Please check you have included the following documentation with your application:

- a) a full and complete copies of your signed and audited accounts for the past two years (if your organisation has been in existence for that period)
- b) bank statements for the last three months, signed by a member of your organisation, indicating their position
- c) a detailed budget plan and supporting evidence
- d) a copy of your organisation's constitution, terms of reference or rules and
- e) evidence of any other awards towards the project.

Please sign the following declaration and return this form together with all required supporting documentation to:

Clerk to Badgers Mount Parish Council  
 Montclare, Orpington bypass  
 Badgers Mount  
 Sevenoaks  
 TN14 7AG  
[badgersmountclerk@gmail.com](mailto:badgersmountclerk@gmail.com)

Please ensure the person signing the declaration on behalf of your organisation has the appropriate authority to do so.

I confirm that the information contained in this application is correct to the best of my knowledge. I agree that any money awarded by Badgers Mount Parish Council as a result of this application will only be used for the purposes stated in the said application, and in accordance with the grant conditions detailed in the council's Grant Awarding Policy.



I confirm that the proposed project is lawful and conforms to any rules governing our organisation. I further agree to providing copies of receipts, invoices and anything else as required to Badgers Mount Parish Council to confirm how exactly the money has been spent if the application is successful.

I understand that all money awarded must be repaid to Badgers Mount Parish Council and my organisation will not be able to apply for future grant applications in the following circumstances:

- a) if a false declaration is made, or if any information contained in the application is found to be false, inflated or exaggerated
- b) if the proposed project does not proceed/or is abandoned for any reason or if the organisation disbands during the period of the grant
- c) if the organisation does not provide the necessary invoices & receipts confirming how the money has been spent or does not comply with any other conditions stipulated in the award.

Signed

Name

Position in organisation

Date