

BRAMDEAN AND HINTON AMPNER PARISH COUNCIL

Grants Policy

Bramdean and Hinton Ampner Parish Council is funded by the residents of Bramdean and Hinton Ampner and therefore has only limited funds available to assist community organisations located and working in the parish for the benefit of the community. Subject to funding being available, the Parish Council is committed to providing assistance and support to local community groups which are set up to promote community life for Bramdean and Hinton Ampner residents. The Council's financial support is provided by way of grants which are decided against criteria set by, and which can be amended from time to time by, Bramdean and Hinton Ampner Parish Council.

The amount of money available for grants varies each year, depending on the overall Council budget.

BHAPC supports a wide range of grants and particularly welcomes applications from small or newly formed groups and those that have not applied to the Council previously.

In order for the Council to be able to assess applications rationally and objectively, many of which will inevitably be totally dissimilar in content, it is both necessary and helpful to assess all applications received against a range of criteria. These are designed to be a general indication of need but are not exclusive and can be flexibly applied. The Parish Council's policy on community grants is based on the principle of promoting the development of partnerships which encourage and enable local community organisations to deliver local projects to the residents of the Parish. In general, the following principles apply:

1. Assistance will be given on the basis of need, merit and contribution to the local community.
2. Applicants must clearly show how any assistance given will benefit the people living in the Parish or will benefit the environment of Bramdean and Hinton Ampner.
3. Any assistance given will be subject to on-going monitoring and subsequent evaluation of the outcome of the grant.
4. Organisations should not make a presumption that funding will continue on a year-to-year basis.

The Aims of the Council's Grant Making Policy

BHAPC provides grant funding to support the following aims:

1. To enable local people to participate in voluntary groups and activities.
2. To help the parishes' voluntary groups to improve their effectiveness.

3. To ensure the provision of services, needed by the residents, via the voluntary sector.
4. To support organisations which meet the needs of people experiencing social and economic difficulties.
5. To ensure that there is equality of access and opportunity for all parishioners of Bramdean and Hinton Ampner to the services it provides and funds.
6. To improve or enhance the local environment.
7. To achieve value for money.

A voluntary group is defined as a non-profit making organisation, set up and run by a voluntary, unpaid management committee

The Grants Process

To apply for a Council grant you must be a charity, community group or local voluntary organisation with a constitution and a dedicated bank account (you will be required to submit a copy of the organisation's latest accounts) operating or providing a service to the community of Bramdean and Hinton Ampner.

An application form can be downloaded from the Parish Council's website or via email to the Clerk. Applicants are required to submit all information detailed on the form and any requested by the Parish Council.

BHAPC will assess each application against the following criteria:

1. Whether the group/project has followed our grants process and meets our requirements and grant giving policy.
2. Level of benefit to Bramdean and Hinton Ampner and the impact the grant will make.
3. Evidence of a well-managed group including previous experience and track record.
4. Financial sustainability and viability of group and/or project.
5. Evidence of partnership working.
6. Evidence that funding has been sought from other sources and the level of match funding available.
7. Evidence of compliance with previous grant award conditions.

BHAPC will not fund the following:

1. Organisations that do not provide a service to the community of Bramdean and Hinton Ampner.
2. General or individual appeals.
3. Statutory organisations or the direct replacement of statutory funding.

4. Political groups or activities promoting political beliefs.
5. Religious groups where funding is to be used to promote religious beliefs.
6. Arts & sports projects with no community or charitable element
7. Medical research, equipment or treatment.
8. Animal welfare.
9. Projects that may take place before an application can be decided.
10. Organisations that have a closed or restricted membership.
11. Equipment or other costs that have already been purchased or incurred prior to the application being considered.

Monitoring and reporting requirements

As a condition of receiving a grant from BHAPC you are required to complete a short evaluation form. Groups are expected to provide BHAPC with written evidence of what the money has been spent on and the benefit it has brought to the people of the Parish. This information should be submitted within 1 month of the event/project end or by the end of February each year whichever is sooner, so that it can be reported at the Annual Council Meeting.

General grant conditions

1. The Council will consider grant applications at the closest meeting to the end of the financial year.
2. The grant can only be used for the purpose stated in the application and the Council reserves the right to reclaim any grant not being used for the specified purpose of the application. However, if a group wishes to change the purpose of the grant they must seek approval by writing to the Council who will consider whether or not to approve the change.
3. Applications for projects where the work has already been completed will not be considered.
4. The Council will not support grants for the repayment of loans or cost of services, equipment or provisions in anticipation of a grant.
5. Small grants must be spent within 1 year of award. Any unspent monies left after this time must be returned.
6. Organisations are responsible for ensuring that they are in compliance with all applicable legal and statutory requirements (including those relating to health and safety and equalities).
7. Should for any reason the organisation disband or the project is not completed the Council may ask for all or part of the monies to be paid back.

8. Acknowledgement of the financial support received from the Council is required on documentation and any promotional material, including websites.
9. In order to receive payment organisations/groups must have a bank account into which grants can be paid; payments will not be made to private individuals.
10. A second application may be submitted in the same year if funds are still available and the applicant has not already received the full amount requested
11. The maximum amount of grant that will be considered is £500.
12. The Council does not grant funding to individuals or businesses.

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