

BUCKHURST HILL PARISH COUNCIL



GRANT AWARDING POLICY NOVEMBER 2020

GRANTS AWARDING POLICY

Applications are invited from groups within the Civil Parish of Buckhurst Hill¹ or organisations outside of the Civil Parish who can demonstrate that their project(s) provide a measurable benefit to residents of the Civil Parish of Buckhurst Hill by way of improving safety, recreation, education, community pride, sports, art & culture or the long term wellbeing of residents.

When can we apply?

An application can be made at any time and will be considered at the next ordinary meeting of the Parish Council following receipt of an application.

How do we apply?

Grant applications will only be considered if submitted on a Grant Application Form with all supporting financial documentation (eg copies of quotations/estimates). A copy of the latest set of approved accounts and your current constitution must also be attached. If you are a new organisation without past accounts, please attach a copy of your budget for the year. The following grant criteria must be followed:

Grants will only be considered for:

- Capital cost of new or improved facilities or equipment; providing a public service and/or initial funding for new activities.
- Applications from schools and religious groups will be considered where a clear benefit to the wider community can be demonstrated and the project is in addition to statutory services.
- Applications from health, education or social services will be considered where there are benefits to the wider community and the project is in addition to statutory services.
- Grants to county or country wide organisations must demonstrate how Buckhurst Hill residents will benefit.
- Grants will only be awarded for forthcoming or ongoing projects – not retrospectively.
- Organisations seeking funds for buildings must demonstrate a reasonable security of tenure in the relevant property.
- A report is required from the organisation within 12 months of the grant being awarded of how the money has been spent with supporting evidence attached.

Grants will NOT be awarded for:

- Costs of routine maintenance and repair of equipment (unless in exceptional circumstances).
- Salary or routine administration costs.
- Individuals (except where an organisation provides help for needy individuals belonging to or using the organisation).
- Hospitality.
- Commercial enterprises which aim to generate a profit.
- Projects with party political links.
- Projects which discriminate on the grounds of age, gender, sexual orientation, race or religion.
- Services which should be provided by statutory funding.
- Buildings that are uninsured.
- Organisations with substantial unallocated resources.

In considering applications for financial assistance, the Council will take into account how well the project meets the needs of the local community and provides a positive benefit to a significant number of Buckhurst Hill residents; how effectively the group will use the grant; whether the costs were appropriate and realistic; what level of contributions have been, or would be raised locally; whether the organisation should reasonably have been expected to obtain sufficient funding from another, perhaps more appropriate source; how the group is managed, as indicated by its constitution; for larger projects, is the proposal sustainable in the long term?

Only one grant application will be considered in a twelve month period.

¹ Where Council Tax and Business Rates are payable to Epping Forest District Council.

The Parish Council reserves the right to reclaim the grant in the event of it not being used for the purpose specified on the application form.

How much can we have?

The Council makes provision in its budget for small grants/donations not exceeding £1000.

Who will the grant be made payable to?

Grants will only be paid to the organisation concerned and not to individuals.

What if our application is refused?

The decision of the Council is final and there is no appeal process. A further application can be submitted not less than 12 months following the date of refusal.

Where can we get an application form?

Application forms are available from the Parish Council offices or they can be downloaded from our website.

Where can we find out more?

Contact the Parish Council office on 020 8498 9933 or office@buckhursthillpc.gov.uk