



## **GRANT POLICY**

**Aim** - The grant scheme aims to help promote a vibrant and active local community. Bilbrook Parish Council supports the valuable contribution made by volunteer groups and organisations in the fields of sport, art, culture, social care, services for the young, elderly and people with disabilities, and the many others who contribute to the well-being of the community.

**Eligibility Criteria** - The Parish Council will consider giving financial support to community organisations that are not for profit and whose activities benefit the residents of Bilbrook. Grants will be awarded purely at the discretion of the Parish Council from a limited budget made available each year for this purpose. When considering an application the following points will be considered:

- How well the grant meets the needs of the local community.
- How effectively the organisation will use the grant.
- Whether the costs are appropriate and realistic.
- The level of contribution that has been raised locally.
- Whether the organisation can reasonably be expected to obtain funding from a more appropriate source.

Applications **cannot** be accepted from:

- Individuals.
- Organisations operating overseas, or to a fund established to help persons outside the UK.
- Organisations connected to political activity.
- Commercial businesses.
- Organisations that discriminate on grounds of gender, sexuality, race, disability or religion.
- 'Upwards funders' i.e. groups whose fundraising is sent to a central HQ for redistribution.
- National organisations or local groups with access to funds from parent organisations unless it can be demonstrated that inadequate funds are available for a specific project of local significance.

### **Conditions**

- Applications must be submitted on the form below and supported by the appropriate documentation.
- Incomplete applications may be rejected.
- Organisations are limited to one application per financial year.
- Organisations should be local to Bilbrook or if outside the area their work should benefit Bilbrook residents.
- Organisations that receive a grant will be required to acknowledge the Council's contribution in all publicity material and may be asked to participate in the Council's publicity.
- The Council reserves the right to seek supplementary information from applicants before making a final decision. The Council's decision is final as to whether to award a grant and the value of that award. There is no right to appeal the outcome.
- Grants will not be awarded retrospectively.
- It is a condition of Parish Council grants that recipient organisations send a representative to the Annual Parish Meeting in April or May and provide a brief presentation of the organisation's activities.

The Parish Council reserves the right to request the repayment of any grant where an applicant does not comply with these conditions.

### **Process**

All completed application forms and supporting documentation must be emailed to the Parish. Where possible, the application will be discussed at the next Parish Council meeting. Applicants may be invited to attend the meeting to answer any queries Parish Councillors may have regarding their application. If the application is successful, payment for the amount agreed by the Parish Council will be made at the next payment run following the Parish Council meeting. Personal information and bank details will be redacted when the form is shared publically as an agenda item.

## GRANT APPLICATION FORM

Description	Information Required
<b>Name of Organisation</b>	.
<b>Bank Details of the Organisation</b>	Name on the Account: Sort Code: Account Number:
<b>Address of Organisation</b>	
<b>Telephone Number for the Organisation</b>	
<b>Email address for the Organisation</b>	
<b>Type of Organisation</b>	
<b>Aims of the Organisation</b>	
<b>Numbers in Organisation</b>	
<b>Numbers in Organisation who live in Bilbrook</b>	
<b>Subscriptions/Charges to Members</b>	£
<b>Grant required for</b> <i>(brief resume of request)</i>	
<b>The estimated cost of project or work if known</b>	£
<b>Amount of grant requested</b>	£
<b>Accounts</b>	Please attach the latest set of accounts or financial breakdown of the project
<b>Any other supporting information</b>	
<b>Date Application Submitted</b>	

Please return the completed form to the Parish Clerk by email to [clerk@bilbrookparishcouncil.gov.uk](mailto:clerk@bilbrookparishcouncil.gov.uk)

### **Grant Applications – Data Protection – What you need to know.**

**Data Controller** - We Bilbrook Parish Council are a 'controller' of your personal data ("your information"). Our address is Bilbrook Village Hall, Joey's Lane, Bilbrook WV8 1JL. Our telephone number is 01902 840007.

**Purpose and Lawful Basis of Processing** - We process your information to enable us to progress applications for grants and to determine the same. We do so in the public interest.

**Who We May Share Information with** - We will share your information with Parish Councillors to enable applications to be considered and determined.

**Retention** - We will retain your information for six years after the financial year in which the application is determined.

**Your rights** - You have the right to request access to your information; to have incorrect information rectified; to have your information erased and to have our use of your information restricted.

**Complaints** - If you are unhappy about the way we have processed your information please speak to the Clerk to the Parish Council in the first instance. However, notwithstanding this, you do have the right to complain to the Information Commissioner.