

BOOTLE PARISH COUNCIL

Grant Awarding Policy and Procedure

Introduction to Policy

The Parish Council has the powers to award grants to organisations that will benefit the parish and its residents.

Policy

The Parish Council awards grants, at its absolute discretion, to organisations which can demonstrate a clear need for financial support to achieve an objective which will benefit the

Parish by:-

- ☐ Providing a service,
- ☐ Enhancing the quality of life,
- ☐ Improving the environment.

The Parish Council will NOT award grants to:-

- ☐ Private individuals,
- ☐ Commercial organisations,
- ☐ Purposes for which there is a statutory duty upon other local or central government departments to fund or provide, "Upward funders". ie.local groups where fund-raising is sent to a central HQ for redistribution.
- ☐ Political parties,
- ☐ Religious organisations: unless for a purpose which does not discriminate on grounds of belief.

This list is not exhaustive, and may be added to at the council's discretion.

Only one application for a grant will be considered from any organisation in any one financial year.

Ongoing commitments to award grants in future years will not be made. A fresh application will be required each year. This will be at the discretion of the council. Grants will not be made retrospectively.

Application Procedure

Organisations requesting financial assistance are required to submit by 20th April of the financial year in which they require assistance:

- ☐ A completed application form,
- ☐ Copies of their last year end accounts,
- ☐ The number, or percentage, of members that belong to the organisation and that live

within the Bootle Parish Area,

□ Details of any restrictions placed on who can use/access their services.

Organisations will normally be expected to have clear written aims and objectives, a written

constitution, and a separate bank account controlled by more than one signatory.

All grants awarded will be subject to regular 'report back' to Bootle Parish Council as to

progress and/or community benefit.

Assessment Procedure

The amount of any individual grant will not normally exceed £750.

The Parish Council will consider all applications at its May meeting and will inform all applicants of the outcome of their application as soon as possible after this meeting.

An unplanned grant request, once received in writing, will be considered at the next meeting

of the Parish Council if there are funds remaining in the Fund.

Each application will be assessed on its own merits. However, to ensure as fair a distribution

as possible of available funds, the Parish Council will take into account the amount and frequency of any previous awards, and the geographical spread within the parish. Due account may also be taken of the extent to which funding has been sought or secured from

other sources or fund raising activities.

The Parish Council may make the award of any grant or subsidy subject to such additional

conditions and requirements as it considers appropriate. The Parish Council reserves the

right to refuse any grant application which it considers to be inappropriate, or against the

objectives of the Council.

Successful Applications

A grant award must only be used for the purpose stated on the application. If the organisation is unable to use the money, or any part of it, for the purpose stated, then all

monies, or unexpended part of such monies must be returned to the Parish Council.

Where equipment is gifted to an organisation, the Parish Council requires that it be insured and maintained at the expense of the user