

**Beaudesert & Henley-in-Arden Joint Parish Council**

Grants and Funding Policy

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| **Author** | **Historical** |
| Lisa Cromwell | 06.10.25 Adopted at Ordinary Meeting |
| **To be reviewed:**Policy reviewed every 2 years or upon legislative change | October 2027 |

**1.0 Introduction**

1.1 The Beaudesert & Henley-in-Arden Joint Parish Council (JPC) is committed to providing support to community groups and organisations working in or for the parish to deliver services, build capacity and sustainability, and contribute positively to the achievement of the council’s priorities for the parish.

1.2 The JPC recognises the significant contribution made by the voluntary and community sector and other not for private profit organisations in delivering services and projects that add value to the Council’s priorities for the parish.

1.3 In recognition of this contribution the JPC seeks to establish and maintain a positive working relationship with local organisations, including, where appropriate, the provision of grant aid and financial support.

1.4 The JPCallocates a portion of its budget each year to provide support to local groups and organisations.

1.5 Grant funding will be made against a series of criteria, which will include the available budget, the proposal for the use of funding and the benefit to the parishes of Beaudesert & Henley-in-Arden and its residents

**2.0 Award types**

2.1 The JPC must follow appropriate legislation. Major Community Grants of up to £1,000 are annual and reviewed by Council and decided via formal resolution. Mini-Grants of up to £500 can be submitted at any time and reviewed by Council and ratified at the next Council meeting for transparency.

2.2 The Parish Clerk as Responsible Financial Officer will provide advice and guidance to the council on the appropriate legal status of each grant application received.

**3.0 Responsibility**

3.1 The Finance & Grants Working Party will oversee the budget and the grant awarding policy, on behalf of the JPC, they may also set priorities for grant awarding.

3.2 The budget for grant funding will be set by full council as part of the budget and precept setting processing for the new financial year.

**4.0 Eligibility criteria**

4.1 Applications will be accepted from organisations that are:

Not-for-private-profit such as, but not limited to:

1. Registered Charities (registered with the Charity Commission and that have a charity number)
2. Unincorporated Associations (includes small volunteer led community groups, sports/hobbies groups, residents’ groups, playgroups, youth clubs etc.) that have a simple constitution such as Terms of Reference
3. Community Interest Companies (CIC)
4. Charitable Incorporated Organisations (CIO)
5. Schools/Academies (providing the activity is beyond their statutory responsibilities)
6. Social Enterprises
7. Faith based organisations (where the application is for something that demonstrates wider community benefit)

4.2 For the avoidance of doubt, applications will not be considered from:

* Bodies which are companies limited by shares or limited liability partnerships
* Local authorities and bodies owned or controlled by them
* Political, lobbying or pressure groups/organisations
* Individuals seeking financial backing

4.3 It is unlawful for the JPC to contribute to activity taking place outside of the United Kingdom.

4.4 Applications will not be considered from ‘upward funders’ i.e., local groups whose fundraising is sent to a central headquarters for redistribution or from groups whose purpose is to redistribute funds as grants or sponsorship of other organisations or individuals.

4.5 All applicants must be able to demonstrate financial viability by providing details of income and expenditure and, where relevant, demonstrate compliance with previous grant conditions.

4.6 The applicant should be able to demonstrate that their application benefits the local or wider community by:

* Providing a service
* Enhancing the quality of life
* Improving recreation and/or sports
* Improving the environment
* Promoting the Joint Parish of Beaudesert & Henley-in-Arden in a positive way

**5.0 Criteria for determining grant applications**

5.1 All applications that meet the eligibility criteria and are submitted during the appropriate application period will be considered by members of the Finance & Grants Working Party. The committee will consider:

1. If the applicant organisation is based in the joint parish of Beaudesert & Henley-in-Arden and delivers provision in the parish.
2. The number of Beaudesert & Henley-in-Arden residents who directly access their provision. Evidence of parish residents either using or benefitting from the service must be provided.
3. Any priority provision areas identified by the council ahead of the application process
4. Grants will not be supported to pay for salaries.
5. Grant applications must demonstrate that all proposed costs are proportionate, necessary, and represent best value for money. The council will not consider funding requests that include specialist services, contractors, or suppliers where such expertise is not reasonably required for the nature of the work. Applicants must justify the need for any specialist provision and provide comparative quotes where appropriate.
6. The council reserves the right to reject applications where costs appear excessive, unjustified, or inconsistent with the scale or nature of the project. Preference will be given to proposals that reflect prudent use of public funds.

**6.0 Major Community Grant Application Process (for applications eligible for statutory provision)**

6.1 The grant application period for statutory grants will run between published dates during October and November each year. The closing date for applications will be advised and published on the JPC website.

6.2 Applications for a grant should be sent to the Parish Clerk. The grant form can be downloaded from the website or an application can be made by requesting an application form direct from the Parish Clerk.

6.3 Applicants will be required to complete an application form. All questions on the application form should be fully answered and additional appropriate information, which supports an application, should be provided (see section 8).

6.4 The Parish Clerk will receive all completed applications and collate these for consideration at a meeting of the Finance & Grants Working Party. The Finance & Grants Working Party will be notified of all applications received.

6.5 The Finance & Grants Working Party will review and make recommendations to full council.

6.6 Council will make the final decision on which grants to award at a meeting in January or February. All applicants will be contacted following the Council’s decision.

6.7 All grant awards made under this policy will be made in one payment, usually in April of the awarding year.

**7.0 Mini-Grant Application Process (discretionary grants)**

7.1 The council will set a budget and the total financial provision for discretionary grants at its budget meeting in October or November of the preceding year.

7.2 Applications for Mini-Grants of up to £500 can be submitted at any time. These will be reviewed by the Council and ratified at the next Council meeting for transparency.

7.3 Application forms and details of the process will be available from the JPC office and the JPC website.

7.4 Applicants will be required to complete an application form. All questions on the application form should be fully answered.

**8.0 Setting of Application dates**

8.1 Where dates are required to be set this will be set by the Finance & Grants Working Party on the advice of the Parish Clerk. This is to ensure that decisions may be taking in a timely manner. The dates will be published each year ahead of the application process opening.

**9.0 Information required from applicants**

9.1 All applications should be made on the designated application form. This form will include the key information required to consider the application including:

* the name and contact details of the applicant
* the grant amount applied for
* the purpose of the grant
* explaining how the grant will be of benefit to the local community within the Parishes, the proportion or number of beneficiaries living in the electoral area,

9.2 For Major Grant applications, in addition to the application form, organisations will be required to provide the following supporting information:

* a copy of their written constitution or details of their aims and purpose
* a copy of the previous year’s accounts or, for new initiatives, a detailed budget and business plan.

**10.0 Conditions of Funding**

10.1 The applicant organisation must be either a not-profit or charitable organisation or operate in this spirit in the interests of the local community.

10.2 Grants will not be made to individuals.

10.3 Grants will not be made retrospectively.

10.4 An organisation should have a bank account in its own name. Payment will be made to the named organisation only. Evidence of bank balance is mandatory.

10.5 The administration of and accounting for any grant shall be the responsibility of the recipient.

10.6 All awards must be properly accounted for, and evidence of expenditure should be supplied to the JPC where requested.

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

10.8 An ongoing commitment to award a grant in future years will not be made. A fresh application will be required each year.

10.9 Each application will be assessed on its own merits.

10.10 The JPC may make the award of any grant subject to such additional conditions and requirements as it considers appropriate. The Council reserves the right to refuse any grant application which it considers to be inappropriate or against the objectives of the JPC.

10.11 Any grant must only be used for the purpose for which it was awarded unless the written approval of the JPC has been obtained for a change in use of the grant monies. Any unspent portion of the grant should be returned to the JPC by the end of the financial year in which it was awarded except where, by agreement of the JPC, the monies may be carried over to the following financial year.

10.12 The Council may make the award of any grant as it considers appropriate in the event of any unforeseen urgent event.

10.14 Applicants should be aware that the Local Government Transparency Code 2014 requires the council to publish details of all grant awards made including the name of the beneficiary, the value of the award and its purpose. This data is published annually.