

Broomfield Parish Council – Grant Policy



***Broomfield Parish Council
Council Office, Broomfield Village Hall, Main Road,
Broomfield, Chelmsford CM1 7AH
Telephone : 01245 441660 or email clerk@broomfieldpc.org.uk***

1. PURPOSE

- 1.1 The purpose of the Broomfield Parish Grant is to encourage and assist Clubs/Organisations/Societies/Associations (hereinafter called Applicants) to carry out activities for the benefit of Broomfield parishioners.
- 1.2 The Broomfield Parish Grant is not intended as a substitute for fund raising by Applicants, but to assist where fund raising is difficult.
- 1.3 The Broomfield Parish Council Grant is not intended to build up reserves for Applicants
- 1.4 A Grant may also be awarded for the commencement of an activity.
- 1.5 Where a Grant has been awarded for a specific project, Broomfield Parish Council reserve the right to request sight of invoices before the final Grant is paid.
- 1.6 Broomfield Parish Council reserves the right to attach conditions to any grant offered

2. APPLICANT

- 2.1 Applicants should be voluntary, non-profit making and non- commercial businesses.
- 2.2 Accounts for the previous year must be submitted with the completed Grant Application Form.
- 2.3 Applicants must clearly demonstrate how the grant will be of benefit to parishioners of Broomfield.
- 2.4 The Applicant is required to have a bank account in its own name.

3. RESTRICTIONS

- 3.1 Grants will not be awarded to Applicants who have significant financial reserves unless the excess reserves can be clearly identified as designated for specific projects.
- 3.2 Grants will not be awarded to Applicants who will pass the grant on to another organisation or charity as a grant from themselves.

4. PROCESS

- 4.1 In September of each year, posters will advertise that Grant Application Forms are available in respect of the next financial year. Forms can be obtained from the Clerk.
- 4.2 The deadline for receipt of completed Application Forms will be clearly specified and must be adhered to.
- 4.3 Applicants must ensure that they have provided all the necessary information.
- 4.4 In November, the Finance & General Purposes Committee of Broomfield Parish Council will consider all Application Forms and make recommendations for the allocation of grants to Broomfield Parish Council. Applicants may be invited to attend the meeting and answer questions.
- 4.5 In December, at the Full Council meeting, Councillors will review recommendations from the Finance & General Purposes Committee and make the final decision with regard to the allocation of grants. The combined figure of all agreed grants will form part of the precept request on Chelmsford City Council for the next financial year.
- 4.6 A letter will be sent to each Applicant advising of Broomfield Parish Council's decision, and cheques will be issued in April of the next financial year.
- 4.7 The Applicant shall provide a written account of how the grant has been used to Broomfield Parish Council within three months of the grant being paid.
- 4.8 In the event, for whatever reason, of the grant not being used, in part or in full, an explanation shall be submitted to Broomfield Parish Council within one year of the grant being made.
- 4.9 Broomfield Parish Council reserves the right to reclaim any grant in the event of it not being used for the purposes specified on the Grant Application Form.
- 4.10 Organisations that receive a grant will be required to acknowledge Broomfield Parish Council's contribution on all publicity/printed material.