



BRENCHLEY AND MATFIELD PARISH COUNCIL

Matfield Pavilion, The Green, Matfield, Kent, TN12 7JU
Tel: 01892 723586 www.brenchleyandmatfield.co.uk



Policy: Grants

Date of adoption: 6 December 2021

1 Scope of Funding

- 1.1 Funding support will be considered to voluntary and community sector organisations that are:
- Based in or around the Parish and delivering activities or services to the people of the Parish
 - Based outside the Parish but are providing services or activities not otherwise available to people of the Parish.

2 Availability of Funds

- 2.1 The availability of funds to support voluntary activity is dependent on the Council's overall financial position and the choices it makes when allocating resources. The Council may supply direct financial support in the form of grants to eligible bodies.

3 Definition of a Grant

A grant is defined as an award of funds to an organisation to undertake voluntary and community activities. The organisation themselves determine their activities and the Council makes a financial contribution through award funding.

4 Eligible Groups

- 4.1 An eligible group will usually:
- Be a "not for profit" body or they recycle profits or income for the public good
 - Work for the benefit of the Parish
 - Be independent and determine their own aims and objectives
 - Be formally constituted, have a management committee made up of volunteers who are the employing body and range from small local self-help groups to branches of national charities
 - Have a formal constitution and/ or have charitable status
 - Have its own bank account
- 4.2 Eligible groups can also include:
- Voluntary organisations which employ paid workers for their experience or skills and may or may not have volunteers to carry out some of their activities
 - Community groups generally which have no paid workers and so are made up entirely of volunteers.
- 4.3 In order to maintain a consistent approach, all requests for grant funding will be reviewed by the Council in the following areas to achieve Best Value:
- Level of service delivery / value for money
 - Quality of service
 - Financial management
 - If there is a real need for financial assistance from the Council
 - Meeting gaps in existing provision
 - Governance
 - Meeting changing needs
 - Attracting new funding sources
 - Reducing duplication
 - Increased voluntary involvement

5 Decisions

Decision making will be on the basis as set out in paragraph 4 and a decision will be made by Council Members at the next Council meeting but usually within 8 weeks of application.

6 Performance Management

- 6.1 The Council recognises that performance management is an important means of showing that the public money is spent in the right way and achieves best value.
- 6.2 In the allocation of monies, there will be the need to ensure effective monitoring and evaluation which focuses on outcomes. To achieve this, it is proposed that:
- Monitoring should be proportionate to the amount of funding support awarded

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- Monitoring should also be used to demonstrate achievement, and
- There is a need to keep information collecting as simple as possible for groups.

7 Risk Assessment

7.1 There are various associated risks involved in providing funding support. Voluntary and community groups will be encouraged to carry out risk assessments to identify possible areas of concern, for example

- audit processes
- process in place to minimise fraud,
- safeguarding.

8 Giving of a Grant

8.1 If the application of a grant is successful the organisation/group must provide the Council with a report by the end of the current financial year (i.e. 31st March) or after 3 months (if this takes it beyond the year-end), showing how the money was spent.



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Application Form for Grant

Name of Organisation

Contact address/email

Contact person

Position

Stated objectives of organisation

Name of Project

Outline of Project and expected benefits specifically for residents of the Parish

Estimated timescale for delivery of project

Undertaking

In submitting this form the applicant agrees that any grant paid will be used in its entirety for the stated purpose within the timeframe specified and that a report on outcomes will be provided with receipts if requested.

Signature of applicant

Date