



Grant Awarding Policy

Boxley Parish Council awards 3 different types of Grant:

- Village Hall Grants
- Grants to Boxley organisations/volunteer groups
- Grant to other organisations

Grants to Boxley organisations/volunteer groups

Boxley Parish Council awards grants to organisations/volunteer groups that maintain and support areas of the Parish. Boxley Parish Council will actively support organisations that enhance the Parish for residents.

Eligibility

The following criteria must be met for a group to be considered for a grant:-

- The group must be a charity, voluntary or community organisation.
- The group must be able to demonstrate that any funding from the Parish Council will directly benefit the residents of Boxley.

Village/Community Hall Grants Procedure/Policy

Boxley Parish Council will actively support the Village/Community Halls within the Parish.

- Grants for maintenance will be considered but BPC considers that the day to day maintenance of the hall should be covered by the hire fees or fund raising wherever possible.
- Village/Community Hall Management Committees will be required to show, for large scale projects (costing over £3,000) that it is applying for funding from other sources; has undertaken fund raising events or has been saving towards the project. The Parish Council will be happy to assist the Committee to identify other funding sources.
- The Parish Council will consider each application on its own merit.
- For projects over £3,000 the Parish Council would require the Management Committee to obtain 3 written quotations or to be able to demonstrate that they have tried to obtain 3 quotations. The Parish Council reserves the right to request proof of the tender process.
- Village/Community Hall Management Committees will be required to liaise closely with the Parish Office so where possible the Parish Council can order the work and gift it to the Village/Community Hall which will enable VAT to be reclaimed. This will increase the value of the grant given to the hall by the rate of VAT.
- Unless a schedule of payments has been agreed in advance by the Parish Council funds will only be released on completion of the work
- It would be advantageous to notify the Council if the Village/Community Hall Committee has undertaken any other projects in the recent past where funding has not been received from Boxley Parish Council.

The Parish Council recognises that most halls are run by volunteers and will be happy to assist/advise Village/Community Hall Management Committees on how to meet these requirements.

Village hall grant requests are managed by the Estates Committee. Applications for large projects will be put forward to the next financial year and are considered at the Estates Committee meetings in November or January so that they can be included in the following years budget recommendation to the Parish Council.

Small grant requests may be met in the current financial year from the Village Hall Grant budget. Once the budget is exhausted only emergency requests for assistance, and generally only from organisations where the Parish Council has Custodial Trustee status, will be considered.

The application form includes notification of the Parish Council's Equal Opportunities Policy. Village/Community Hall Management Committees will have to sign that it agrees with the policy or submit details of their own policy. Management Committees should also agree to representatives of the Council being given the right to inspect the work on completion.

Grants to Other Organisations

Boxley 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 and promoting the Parish of Boxley in a positive way.

The Parish Council sets a budget amount in January for Grants. Once the Grants budget is used, the Parish Council will only consider emergency requests for assistance. This budget is managed by the Finance and General Purposes Committee.

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 exclusive and may be added to at the council's discretion.

Eligibility

The following criteria must be met for a group to be considered for a grant:-

- The group must be a charity, voluntary or community organisation.
- The group must be able to demonstrate that any funding from the Parish Council will directly benefit the residents of Boxley.
- The group must be formally constituted and have a management committee made up of volunteers.
- Projects notified and included in the Parish Council's budget will only have the funds released on completion of the work.
- Whilst Boxley Parish Council would not normally consider applications for Capital Projects, any such application will require a more substantial case with supporting evidence of the community benefit. For these grants, the council will expect to see evidence of fund-raising or other third party funding.

Successful Applications

- Organisations receiving grants are required to advise their users/members that the grant or equipment had been received from Boxley 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.
- Successful applicants to advise Boxley Parish Council of their expected completion of works date and there is an expectation that all works will be completed within that timeframe.

For All Grants

Assessment Criteria

Each application will be assessed on its own merits and will be considered along with other applications at either a meeting of the Parish Council or its Estates or Finance and General Purposes committee as appropriate. In particular the Council will consider:

- If the benefiting group is based within the parish; that it is constituted for the benefit of parishioners; that it is (largely) run by parishioners.
- How well the grant will provide benefit to Parishioners.
- Whether the costs are appropriate and realistic.
- What level of contributions has been, or will be, raised in addition to the grant? It is unlikely that the Council will give a 100% grant to any proposal.
- The amount and frequency of previous grants.
- The Parish Council will not fund activities that are outside its legal powers and functions.
- 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.

Applicants will need to provide:

- A Completed Application Form.
- Copies of their last year end accounts.
- a description of what the funds will be spent on and when.
- evidence of an attempt to identify best value for the grant (e.g. 3 quotations for grants over £3,000). The Parish Council reserves the right to ask for proof of the quotations process.
- Confirmation (on the application form) that it agrees with the Parish Council's Equal Opportunities Policy or give details of their own policy.
- 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.
- Details of any restrictions placed on who can use/access their services.
- supporting information (at Councillors request).

Conditions.

- Multiple applications within a 12 month period will not normally be considered, although the only real limit is remaining funds.
- The Parish Council reserves the right to reclaim any grant not being used for the purpose specified on the application form. The Parish Clerk will, therefore, be allowed to verify that the monies have been spent accordingly.
- Should the Parish Council request proper evidence, actual or estimated expenditure must be supplied to the Parish Council prior to the payment of any grant. If the Parish Council is not satisfied with the arrangements it reserves the right to request a refund of monies awarded.
- An acknowledgement on receipt of the grant is required.
- 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.
- 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. Organisations receiving grants are required to advise their users/members that the grant or equipment has been received from Boxley 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.

5. Process

The grant application (using the attached form) should be sent to the Parish Clerk for inclusion in the next appropriate meeting agenda.

Grant applications will be considered during the meeting using the information provided and the "Assessment Criteria" section for guidance.

If an application is approved:

- the Council will issue a payment for the sum agreed which may not be the whole amount requested.
- the Clerk will record the transaction in the meeting minutes.
- the Clerk will write to the applicant informing them of the success of their application and requesting bank details if not already provided.

If an application is refused:

- the Clerk will note the comments from the meeting and advise the applicant accordingly.
- the Clerk will minute the action for the record.

Award Conditions

- Grant recipients must report (verbally or in writing) how the grant was used, if requested by Council.
- Grants are not awarded to individuals.
- The award must be used for the purpose for which the application was made.
- Organisations must return the award to the Council if it cannot be used for the stated purpose.
- All awards must be properly accounted for and evidence of expenditure should be supplied. If the Council is not satisfied with the arrangements, they may request a refund of monies awarded.

Nothing contained herein shall prevent the Parish Council from exercising, at any time, its existing duty or power in respect of providing financial assistance or grants to local or national organisations under the provisions of the Local Government Act 1972, Section 137.

Adopted by Council on November 2025