



Binfield Parish Council – Grant Fund Policy

A grant is any payment made by the Parish Council to an organisation for a specific purpose that will benefit the residents of the Parish, and which is not directly controlled or administered by the Parish Council.

Each year, Binfield Parish Council, allocates an expenditure budget for grants from the annual precept. Grants are made using powers under Section 137 or the General Power or Competence.

Grant funds will continue to be allocated based on the following factors: available budget, proposed use(s) of grant funds, the number and age groups of members, benefit to Binfield residents and need, based on the amount of money already in the organisation's funds. A total figure for the Grant Fund will be agreed by the Parish Council as part of the budget for each new financial year which runs from April to March.

Fund Criteria

Binfield Parish Council awards grants annually at its discretion to local organisations which can clearly demonstrate a clear need for financial support and which directly benefits Binfield Parish and its Residents by:

- Providing a service.
- Enhancing the quality of life.
- Improving the environment.
- Promoting Binfield in a positive way.

Grant Fund Applications will only be considered if an organisation can be described as one of the following:

- An organisation serving the needs of the residents of Binfield.
- A project or event requested by a resident(s) of Binfield which will be for the benefit of the local community.
- A Binfield-based Club, Association, or Charity serving a specific section of, or the Community as a whole.
- An organisation or group which may be local or national which serves the needs of Binfield residents.

Application Process

1. Only applications made on the Binfield Parish Council Grant Application Form will be considered.
 - a. The Grant Application Form can be downloaded from the Binfield Parish Council website www.binfieldparishcouncil.org.uk at the Grants page, collected from the Binfield Parish Council Office or emailed upon request to office@binfieldparishcouncil.gov.uk.
 - b. The correctly dated Grant Application Form should be used in accordance with the Grant Application window for submissions which is bi-annually in usually May and November.
 - c. All applicable fields on the Grant Application Form should be fully completed.
2. Applicants will be required to provide their contact details, the meeting/area their organisation covers, the number of beneficiaries in Binfield, and a clear need for funding.
3. Applicants will be required to provide a copy of their organisation's previous year's accounts or, for new initiatives, a budget forecast. Please note: Failure to provide this financial information may result in the Grant Application being delayed or refused.
4. Grant Applications will usually be considered and decided upon at Binfield Parish Council meetings in June and December of each year. The public are welcome to attend the Parish Council meetings to support their application. Meeting dates are published at www.binfieldparishcouncil.org.uk.



5. Confirmation of a successful Application or why an Application was not successful will be sent to the named person on the Grant Application Form.
6. If an Application is successful funds are awarded by online bank transfer.
7. Upon request, successful applicants may be requested to submit evidence of how Grant Funds were used. For example, photographic evidence, verbatim comments from beneficiaries, copies of receipts etc.

Data Protection

All data regarding grant funding will be kept and used in line with our current Data Retention, Transfer and Disposal Policy (including Data Audit) and Information and Data Protection Policy.