



# Badingham Community Council

## Grant Awarding Policy

### What is your Charitable Purpose and what is a Grant?

The Trustees (hereafter referred to as 'we' 'us' or 'our') of the Badingham Community Council (hereafter referred to as 'the BCC') may only carry out projects and activities that are exclusively charitable and fall within the main Object of the charity, which is:

“To provide adequate recreational facilities, playing fields, playgrounds, community centres and other amenities of a similar character for the benefit of the community residing in Badingham and the neighbourhood in the interests of social welfare and with the object of advancing education, furthering health, relieving poverty, distress or sickness or in pursuing any objects that now are or hereafter may be deemed in law to be charitable by improving the conditions of life of the persons for whom the facilities are primarily intended.”

A Grant is any payment awarded by us to be used for a specific purpose that will further the main Object.

### What is your Legal Framework?

We must award grants within the legal framework governing charities and managed by the Charities Commission. Our purpose means that grants must benefit a range of residents. Benefits obtained from awarding must be in line with expenditure. This means that grants are unlikely to be awarded to individuals.

We have drawn up this grant awarding policy document to demonstrate a legal, fair and transparent process. It lays out our aims and principles in awarding grants and a range of specific checks. Which checks we apply to a grant will depend on the nature of the grant application and we will decide on a case-by-case basis.

### What are your Funding Principles and Priorities?

The aim of our grant-awarding is to provide widely relevant facilities that improve conditions of life in our area for as many residents as possible. We will award grants based on the funding available and solely on merit. We will consider all applications that: fall within our charitable purpose; meet our funding criteria; and pass our due diligence process. We will spend income and capital as we see fit with no maximum expenditure per annum and will have the discretion to decide based on each application for grant assistance to award one grant or to offer support on an on-going basis. The number of good applications is likely to exceed the funding available. We will restrict grants to what we can afford, taking account of the need to maintain a prudent level of reserves.

# Badingham Community Council

## How do I apply for a grant?

We are committed to making the grant application process as easy and as accessible as possible for local voluntary and community groups, regardless of size and professional fund-raising expertise. The applicant (hereafter referred to as 'you') must send your completed application form and supporting paperwork to the Secretary. Contact them if you have any difficulties in using the form.

- You can obtain application forms from the Secretary or download one from the Badingham website
- We welcome the opportunity for a preliminary discussion as to whether your application meets the eligibility criteria, prior to you submitting it

## What do I need to provide?

In proportion to the size of the project:

- Completed application form
- Formal details of your aims and purpose – such as a Constitution, or other governing document
- Full details of your project or activity
- If your organisation has been running for 12 months or more a copy of the previous year's approved accounts or financial statement signed by the Treasurer; for new initiatives, a business case and business plan
- A case/demonstration that the grant will be of benefit to the local community, the proportion, grouping or number of beneficiaries living in the area, and that there is a clear need for the funding
- Your equal opportunities policy or this minimal declaration: "To provide equal opportunities to all, irrespective of their gender, race, ethnic origin, disability, age, nationality, national origin, sexual orientation, religion, marital status or social class. We oppose all forms of unlawful and unfair discrimination."
- If working with children or vulnerable adults, details of the procedures used to ensure they are kept safe from harm and how management ensures these are applied consistently. They must comply with any regulation specific to the activity
- If the grant is needed to support active work, details of your Health & Safety framework and a certified true copy of your insurance policy
- Any other material you consider relevant to support your application.

## When must I apply and how will you decide?

We will normally assess and decide straightforward applications at our regular meetings. For large or otherwise exceptional requests, you will need to talk with us well in advance and provide a written expression of interest to the Secretary at least six months ahead of the funds being required.

# Badingham Community Council

The BCC's Executive Committee, which works to the Charity Commission C27 guidelines on trustee decision making, will make the decision on which grants to award by resolution, advised by the Treasurer. It will consider each application on its comparative merits and considering available funds. The main assessment criteria will be:

1. How well the grant will match the BCC's main Object and aim.
2. How effectively the group will use the grant.
3. Whether the stated costs and benefits are realistic and achievable.
4. What level of contribution has been, or will be raised, in addition to the grant.
5. The amount and frequency of previous awards (to ensure a fair distribution).

We will carry out sufficient risk based due diligence on you to confirm your identity and that: funding will be applied in accordance with the charity's charitable purposes; funds will not be knowingly used for illegal purposes, such as money laundering, bribery, or financing terrorism; and you do not hold views or have any involvement in activities contrary to the charity's values and charitable purposes.

## Will I be notified?

You will be notified in writing of the outcome of your bid and if successful you will have funding made available as below once the grant has been agreed.

For *small low risk grants* this will be on receipt from you of a copy of our terms and conditions (this policy), including your obligations in receiving the grant, that is to:

- Confirm receipt;
- Spend it solely for the purposes for which it was given;
- Return any unused portion to us;
- Report back on how the grant was spent;
- Report back on the impact the grant had;
- Provide supporting evidence of spend, such as receipts; and
- Meet the set deadline for meeting the obligations

and endorsed with your agreement to the grant, signed by your Treasurer.

For *large and/or high risk grants* it will be on receipt from you of a signed formal grant agreement, including the above obligations.

## Can I appeal?

Grants are awarded at our discretion. In event of a refusal, there is no right of appeal.

## How do you pay grants?

Once you have been awarded a grant, we will make the payment by cheque on receipt of a form of grant agreement as above. (We aspire to pay electronically in future.) You must record a grant in your published financial accounts.

# Badingham Community Council

## How do you monitor grants?

We will provide you with a Grant Evaluation Form within six months of the grant being awarded. You must complete it, explaining how the grant has been spent and the benefits it has achieved; then send it to us with invoices or similar documents demonstrating that the grant was spent and applied to the purpose for which it was awarded.

We will monitor the reports to ensure that grants are being used for the purposes intended and assess the impact grants have made. To help maximise the charity's impact, we will use what we learn to inform our future decision making and policy.

## What are your Funding Criteria?

### 1. You **must**:

- be established for charitable, benevolent, social, cultural, recreational or philanthropic purposes and able to demonstrate that you provide or will provide services to Badingham
- have a constitution, or formal set of rules that defines your aims, objectives and procedures
- have an accounting system and dedicated bank account controlled by more than one signatory
- be able to provide proof of financial sustainability and viability, details of funds held, the project budget and how where and when the grant will be spent.

We may impose additional conditions and requirements.

We will not normally consider applications from *private organisations operated as a business* to make a profit or surplus. If we do agree to fund you, we will need to comply with the Charity Commission's guidance, including being able to demonstrate that the decision is in our best interests and ensuring that the grant is solely to further our purposes. Any funding of your support costs will be limited to specified activities, services, or outcomes we agree with you. There may be no more than incidental personal benefit. The grant agreement will require you to comply with these conditions.

*Charities* must have exclusively charitable aims and be run by a minimum of two trustees.

We will comply with Charity Commission guidance, to ensure that making the grant is in our best interests, check that any money is used as it is expected to be, and the decision recorded in our minutes. *Governmental Agencies* will not be funded unless there is no adequate statutory provision. We will not normally consider applications from *national organisations or local groups with access to funds from national 'umbrella' or 'parent' bodies*, unless funds are not available from the national bodies for compelling reasons.

### 2. You must make your application using our Grant Application Form.

# Badingham Community Council

3. For avoidance of doubt we will not fund:

- Applications that are inappropriate or against our Objects
- Retrospective applications
- Projects not benefiting people living in our area defined by our Purpose
- Individuals or families for personal needs
- Religious or political causes
- Groups that have significant unrestricted reserves
- Payments towards endowment funds
- National charities that are not providing clear local benefits
- Overseas expeditions
- Medical research and equipment for statutory or private healthcare
- Start-up requests for a project that is unable to start within twelve months.

4. You must properly administer and account for your grant, supply evidence of expenditure to us on request, and recognize our grant in all your publicity material.

5. Normally we will consider only one application for a grant from each organisation in any one financial year and award of a grant is not an indication that funding will be granted in future. We will not normally make ongoing commitments to award grants. If you would like us to support you on a regular basis, you must write to the secretary to begin negotiation. If exceptionally we agree to regular support, you must make a fresh application each year.

6. You may only use a grant for the purpose for which it was awarded unless our written approval has been obtained for a change in use of the grant. You must return any unspent portion of a grant to us by the end of our financial year in which it was awarded. If you do not use a grant within twelve months or put one to purposes other than those for which it was awarded without our prior approval, you must repay the grant to us.

**Badingham Community Council:** Adopted October 2023.

This policy will be reviewed by the Trustees every year. First review September 2024. We may vary the terms of this policy from time to time.