

# Beaulieu Parish Council

[www.beaulieuparish.co.uk](http://www.beaulieuparish.co.uk)

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## Grant Policy

### Introduction

- 1 In accordance with the Local Government Act 1972, Section 137 (“Section 137”), Beaulieu Parish Council (“BPC”) will consider incurring awarding expenditure, including from grant applications, that in its opinion is in the interests of, and will bring direct benefit to, the Beaulieu parish or any part of it or all or some of its inhabitants.
- 2 This document sets out the BPC policy and procedure for grants and donations under Section 137 of the above Act with its aim of ensuring that all of its award-making activity is open, transparent, fair and supports local organisations. The BPC may amend or withdraw this policy at its discretion without notice.
- 3 The BPC’s awards are open to established voluntary or community groups, as well as new or informal groups of residents who are or intend to become formally constituted by the date of application.

### Who is eligible to apply?

- 4 To be eligible for the award of a grant under Section 137 an organisation must:
  - a Be established for community, charitable, benevolent, social, cultural, recreational or philanthropic purposes;
  - b Have a constitution, or set of rules, that defines its aims, objectives and operational procedures;
  - c Be able to provide a copy of its latest annual accounts and be able to demonstrate that the accounts are checked and signed by an independent person; and
  - d Have a bank account operated by a minimum of at least two joint signatories.

### What can be funded?

- 5 The project should:
  - a be something that makes the local community a better place in which to live, work or visit;
  - b benefit all or some of the inhabitants of the Beaulieu Parish;
  - c be clear evidence that local Beaulieu people support the project;
- 6 An Applicant may only make one application per financial year.
- 7 Grant awards are normally capped at a maximum of £500 .
- 8 The following are not eligible:
  - a Projects where any direct benefit accruing to the Parish or any part of it or to all or some of the inhabitants of their area will not be commensurate with the expenditure to be incurred;
  - b Support for individuals or private business projects;
  - c The running costs of any organisation;
  - d Projects that are the prime statutory responsibility of other government bodies;
  - e Projects that improve or benefit privately owned land or property;

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### **Complaints policy (cont'd)**

- f Projects that have already been completed or will have been completed by the time the grant is made;
- g Organisations outside of the Beaulieu Parish, unless there is a direct benefit to the parish;
- h Organisations that support or oppose any political party; and
- i Organisations that discriminate on the grounds of gender, race, disability, sexual orientation, religion and belief or age.

#### ***Conditions of support***

- 9 The BPC may make the award of any grant subject to all or some of the following conditions. Required conditions will be at the discretion of the BPC and take into account an organisation's individual circumstances, for instance:
- The grant must be used for the purpose for which the application was made. If the grant cannot be used for the stated purpose, all monies must be returned to the Council
  - To understand your project or activity fully, Beaulieu Parish Councillors may wish to visit your project or activity, prior to it commencing. They may also wish to conduct a site visit once your funded project is underway and/or completed
  - You will write to confirm receipt of the cheque for audit purposes
  - Funding must be spent within the financial year awarded, or other period as required by BPC, and cannot be added wholly or partly to your reserves
  - All recipients of grants must provide a written report of how the grant money has been used within 6 months of receipt of the grant. As all Council money must be accounted for, evidence of expenditure must be supplied. The Council reserves the right to request a refund of monies awarded if the evidence supplied is unsatisfactory.
  - The Council may make the award of any grant or subsidy subject to such additional conditions and requirements as it considers appropriate
  - If your project costs are more than you anticipated on your application, any shortfall must be met by you
  - The BPC requests that you confirm that you will acknowledge its support in your publications, publicity and annual papers along with any other benefactors

#### ***When to apply***

- 10 Currently the BPC considers Grant applications when submitted.

#### ***How will decisions be made?***

- 11 Each application will be assessed on its own merit and the Council's decision is final. The Council will consider to what extent the application satisfies the requirements of Section 137 and presents an affordable and beneficial proposal.
- 12 Applications may be considered by Grants Sub Committee prior to approval at full Council. Applicants may be required to attend Council and/or Committee meetings to answer any questions councillors may have about your project.

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### **Complaints policy (cont'd)**

- 13 The BPC will not be able to fund all projects. Due account will be taken of the extent to which funding has been sought or secured from other sources or the applicants own fundraising activities.
- 14 The BPC will refuse any application that it considers to be unaffordable, inappropriate, or contrary to the objectives of S137.
- 15 There is no right of appeal for unsuccessful applications.

#### ***How to apply***

- 16 Applications should be made in writing. A copy of the application form is attached to this document. If you require any further information, please contact the BPC Clerk:

Mrs Nicky Deering  
Clerk to the Council  
Flat One  
Palace Stable Yard  
Beaulieu  
Hampshire SO42 7YL

Tel: 07825 309 333  
Email: [nicky.deering12@gmail.com](mailto:nicky.deering12@gmail.com)

## Beaulieu Parish Council Complaints policy (cont'd)

### Beaulieu Parish Council Grant Application Form

Please read the BPC's policy for awarding grants before completing this form and satisfy yourself that you will meet its requirements. Please contact the Clerk if you have any questions on it.

Name of the group or the organisation making the application	
A short description of aims of the group or organisation	
Contact Details. Name and position in the organisation including:  Tel no Email Correspondence address:	
Is the organisation a registered charity? If yes, please provide charity registration number.  If not, please explain the nature and status of your group or organisation.	
Please explain in detail what the grant for.	

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**Complaints policy (cont'd)**

<p>Please set out the relevant costs of the project.</p> <p>Please also provide full details of all received or promised financial contributions to the project as at the date of the Application</p>	
<p>Amount of grant requested and any conditions you think appropriate</p>	
<p>When are the funds required?</p>	
<p>When is the money expected to be spent?</p>	
<p>If the total cost of the project is more than the grant, how will the rest be financed?</p>	
<p>Who will benefit from the project?</p>	
<p>Approximately how many of those people who will benefit do you estimate are residents of the Beaulieu Parish?</p>	

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**Complaints policy (cont'd)**

In the event that your application is successful, please provide bank/cheque details for payment to be made	
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Please use a separate sheet of paper to submit any other information which you feel will support this application.

Signed.....Date.....

Position.....

Please return your completed form to:

Nicky Deering  
Clerk to the Council  
Old Garden Cottage  
Stable Yard  
Beaulieu  
Hampshire SO42 7YL

Email: [nicky.deering12@gmail.com](mailto:nicky.deering12@gmail.com)