



BURNHAM MARKET PARISH COUNCIL

GRANTS POLICY & GUIDELINES

SEPTEMBER 2023

I. General Principles

Burnham Market Parish Council is funded by the local residents of Burnham Market and therefore has only limited funds available to assist community organisations located and working in Burnham Market for the benefit of Burnham Market residents.

Subject to funding being available, Burnham Market Parish Council is committed to providing assistance and support to local community groups which are set up to promote community life for Burnham Market residents. The Council's financial support is provided by way of Grants which are decided against conditions set by the Burnham Market Parish Council. These are designed to be a general indication of need but are not exclusive and can be flexibly applied.

The Parish Council's Policy on Community Grants is based on the principle of promoting the development of partnerships which encourage and enable local community organisations to deliver local projects to the residents of Burnham Market. In general, the following principles apply:

- Funding will be given on a need basis, merit of the project and overall benefit to the local community.
- Applicants must clearly show how any assistance given will benefit the people living in Burnham Market or the environment of Burnham Market.
- Funding will normally only be awarded **up to** a maximum value of £500.00 depending on the Council's budget allocation and may be subject to constraint.
- All funding given will be subject to monitoring and evaluation of the outcome of the grant.
- Organisations should not make a presumption that funding will continue on a year-to-year basis.

2. The Aims of the Councils Grant making Policy

- To enable local people to participate in voluntary groups and activities.
- To help the Parishes voluntary groups to improve effectiveness.
- To ensure the provision of services, needed by the Parishes residents, via the voluntary sector.

(The Parish Council defines a voluntary group as a non-profit making organisation, set up and run by a voluntary, unpaid management committee.)

3. General Conditions

- All projects must acknowledge Burnham Market Parish Council's financial contribution in all marketing material. A photograph with the Council to promote the project will be requested.
- There is no general funding for projects – Grants will only be awarded for specific costs and funding as per the Grant Application Form.
- The not-for-profit organisation must have clearly stated aims and objectives.
- Activities of the organisation and in particular the project being considered for funding must be readily available to the community of Burnham Market in general.
- No award will be made where spending has taken place prior to approval.
- Costs for general routine maintenance of buildings and equipment are not eligible
- Grants will not be awarded for organisations to pass on money to others.
- Grants will not be awarded to organisations who already hold surplus funds which are not being used for the general operation of the organisation or delivery of the project and are not earmarked reserves.

4. What are grants available for?

Burnham Market Parish Council's grants up to a value of £500.00 are available but dependent on available funds. Grants are available to any not-for-profit organisation that wishes to complete a one-off project.

5. Who can apply to the Burnham Market Parish Council Community Grant Scheme?

Groups who:

- are voluntary or community groups based in Burnham Market
- have a constitution or set of rules or equivalent
- have a bank or building society account
- have independently approved annual accounts
- directly benefit the well-being of the Burnham Market people or the environment of Burnham Market

6. What type of Projects will be considered for the Community Grant Scheme?

- Youth facilities, schemes and projects
- Cultural and arts schemes
- Heritage projects
- Leisure, sports and play facilities
- Community buildings

- Village halls
- Community transport
- Elderly and disabled
- Sustainable Community environmental projects

7. Who cannot apply to the Burnham Market Parish Council community Grant Scheme?

- Individuals
- Organisations involved in party political activities
- Companies who aim to make a profit
- Statutory bodies
- Religious groups
- Bodies to pass on grant funding to others

8. How to apply for a Burnham Market Parish Council Grant

Application forms are available from Burnham Market Parish Council via the website and from the Parish Clerk - [Email: parishclerk@burnhammarketparishcouncil.gov.uk](mailto:parishclerk@burnhammarketparishcouncil.gov.uk)

If you need any help or assistance with your application, please contact the Parish Clerk.

September 2023