



Bradwell Parish Council
21 Glovers Lane, Heelands
Milton Keynes, MK13 7LW

Tel: 01908 321285
Email: clerk@bradwell-pc.gov.uk

Guidance notes for grant applications

Bradwell Parish Council covers the grid squares of Bradwell Common, Bradwell, Bradwell Abbey, Heelands and Rooksley. It is able to award monetary grants to organisations that work for the benefit of residents living within Bradwell Parish. The Council regrets that, by law, it is not able to award grants to individuals. The rules for awarding grants are as follows:

1. Any organisation can only be awarded one grant in any financial year (April to March).
2. An application form must be completed in full. The form must be received, together with any supporting documentation, at the Parish Office at least ten working days before it can be considered at a meeting of the Parish Council so it can be included on the agenda for that meeting. In considering any grant, the parish councillors must be satisfied that the applicant is a properly constituted *bona fide* organisation working for the benefit of Bradwell Parish and its residents.
3. On completion of purchases or projects, all grant recipients are required to provide the Parish Council with a brief report, including photographs where appropriate, of how the grant has been utilised, how it has assisted the organisation or group and what it has achieved. This must be submitted within three months of the purchase of the capital equipment or completion of the project.
4. The Council reserves the right to publicise any grant in its newsletter and/or website. The Council also requires that any publicity issued by beneficiaries in respect of purchases or projects for which a Parish Council grant has been awarded to include the name of Bradwell Parish Council and its logo.
5. Should a project be abandoned, or Parish Council funding be not used, the grant, or any relevant part of it, must be refunded to the Council.
6. **Grants of a value up to and including £250**
For these smaller applications, the parish councillors may award a grant without receiving a personal presentation from the applicant(s), although they reserve the right to make any appropriate enquiries. Any grant awarded will be paid by cheque or bank transfer, receipt of which must be acknowledged promptly. The Council would appreciate receiving confirmation when the money has been spent, and may ask to witness the outcome of this expenditure.
7. **Grants of a value between £251 up to £1,000**
Before the parish councillors can make a decision on grants of £251 and over, they require not only the grant application to be submitted in advance, together with any supporting documentation, as in 6 above, but for representative(s) of the organisation requesting the grant personally to attend a Parish Council meeting to present their case and answer any questions the councillors may ask. Any grant will be paid by cheque or bank transfer which must be acknowledged promptly. The Parish Council requires written confirmation of when the grant has been spent and representatives(s) of the Council reserve the right to inspect the outcome.
8. **Grants of a value in excess of £1,001**
The procedure is the same as in 7 above, except that grants of £1,001 and over are submitted before the annual budget meeting in January and will be paid in the next financial year commencing the following April. The reason is the impact that such a grant has on the Council's precept which is made once a year.