



Bradwell Parish Council
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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 (01 April to 31 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 Council 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 not be used, the grant, or any relevant part of it, must be refunded to the Council via bank transfer.
6. Before the Parish Council can make a decision it requires not only the grant application to be submitted in advance, together with any supporting documentation, 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 Councillors may ask. Any grant will be paid by 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.