 **BRADLEY STOKE TOWN COUNCIL**

**GRANT AWARDING POLICY**

**1. Introduction**

Bradley Stoke Town Council has a range of grant funding streams (Community Development Grant Aid and Grant Aid) which eligible groups and organisations can apply for.

All grant funding will only be given to groups, organisations and projects which represent the residents of Bradley Stoke and which demonstrate a long-term benefit to the Community.

**All** grant funding is only available to groups and organisations and cannot be paid to individuals or businesses.

A condition of receiving all types of grant funding from Bradley Stoke Town Council is the completion and return of a completed Evaluation Form at the end of the project and a formal Receipt for the money granted.

Applicants who are not based in Bradley Stoke will need to show that they have applied to their own Parish/Town Council prior to submitting an application to BSTC.

Where members of the organisation are not entirely from Bradley Stoke, a pro-rata approach could be made when considering the amount of grant aid requested. It should be noted that the final decision rests with the BSTC Leisure, Youth & Amenities Committee.

**2. Scope**

The policy applies to all grant funding awarded by the Town Council.

## 3. Types of Grant Funding Available

## Community Development Grant Aid

The upper limit of Community Development grant aid available for any applicant seeking funding for project-based activities is a **maximum of £4,000.00 per project per Financial Year in one application**. **Project** means the programme of activities; equipment or running costs for which you are seeking grant aid. Bradley Stoke Town Council reserve the right to award whatever sum is felt appropriate by the Members discussing the individual application. All grant aid is awarded strictly on a merit basis.

With regard to ongoing reporting of progress of the Community Development Grant award, Bradley Stoke Town Council would like to receive some form of written update every two months, in order that councillors can see the progress of the grant throughout the year. The Town Council would expect the report to reflect the items included in the original application/project proposals.

The reports will be presented to the Leisure, Youth & Amenities committee, so the town council will need to receive the reports by the following dates (as appropriate):

* 1st February
* 1st April
* 1st June
* 1st August
* 1st October
* 1st December

Any Organisation applying for Community Development grant funding may be required to attend a meeting of the Committee and make a five minute presentation (maximum time allowed) and answer any subsequent questions from the Members present on the project for which grant funding is requested. Advance notice of the time and date of the meeting will be given.

**Grant Aid**

Bradley Stoke Town Council awards grants to projects falling within the following areas:

* cultural activities
* environmental improvements
* international links
* neighbourhood watch schemes
* play schemes
* recreational activities
* work with/for/about the elderly
* work with/for/about young people

The upper limit of grant aid available for any applicant seeking funding for project-based activities is a **maximum of £500.00 per Organisation per Financial Year in one application**. **Project** means the programme of activities; equipment or running costs for which you are seeking grant aid. Bradley Stoke Town Council reserve the right to award whatever sum is felt appropriate by the Members discussing the individual application. All grant aid is awarded strictly on a merit basis.

**Service Level Agreements**

Bradley Stoke Town Council currently have a number of historic Service Level Agreements with local groups and organisations. These are all operating within a fixed, allocated budget.

Service Level Agreements – Substantive Information required annually before payments can be authorised

Each organisation must provide the following information on an annual basis in order to apply for the payment. This will be presented to The Leisure Youth and Amenities Committee for consideration.

1. A copy of the last available annual accounts for the organisation which tend to be for the year ended 31st March.
2. A breakdown of how the actual service level agreement payment was spent in the previous year and a forecast of how it will be spent in the forthcoming year.
3. A short report detailing the impact of services provided within Bradley Stoke as a result of the funding.
4. The number of Bradley Stoke residents who directly benefit.

It is the responsibility of each organisation to provide these details on an annual basis in order to obtain funding and Bradley Stoke Town Council will not chase organisations for this. Funding will not be provided if organisations fail to supply an annual application within the financial year (1st April – 31st March).

Applications will be considered at The Leisure Youth and Amenities meetings which fall upon the third Monday of the following months:

* April
* June
* August
* October
* December
* February

Applications must therefore be lodged by the 1st of these months in order to be considered. The last date to apply will be February and required information must be received by 1st February otherwise funding for that financial year will be forfeit.

**Ex-gratia payments**

Councillors have the discretion to award one-off ex-gratia payments in exceptional circumstances.

**Larger Grant Aid**

Councillors have a very limited budget allocated for larger grant aid. This applies to historic recipients only.

**Reviewed by Bradley Stoke Town Council on 23rd June 2025**