



## **DOWNEND & BROMLEY HEATH PARISH COUNCIL**

Mrs Angela Hocking, Clerk,  
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[www.downendbromleyheath.org](http://www.downendbromleyheath.org)

Ref:

Date:

### **GRANT APPLICATION PROCESS**

Each year the Parish Council invites applications from voluntary groups and organisations within the area for financial support.

Applications should detail the nature of the work of the group and the purpose for which grant support is sought. The applicant must demonstrate that the grant award will benefit the Parish of Downend & Bromley Heath and/or its parishioners. There are strict criteria governing the way in which a Parish Council can apply its resources and Downend & Bromley Heath Parish Council must be satisfied that the award of a grant will both satisfy a local need and comply with current empowering legislation.

If a grant is awarded, Downend & Bromley Heath Parish Council will transfer the money direct to a bank account using the Bankers Automated Credit System (BACS). You will receive notification advising you when the payment will be made. To ensure swift payment of your grant please provide the following information:-

- Account name
- Account number
- Bank Sort Code
- Bank or Building Society Branch name
- Roll number (if applicable)

Payment can be made by cheque if this is preferred.

The Parish Council has limited financial resources but all applications will be considered on worth.

Mrs Angela Hocking  
**Clerk to the Council**

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### **ELIGIBILITY CRITERIA FOR AND CONDITIONS ATTACHED TO GRANTS**

1. The amount of any grant payable will be determined by Downend & Bromley Heath Parish Council.
2. Any grant awarded will not normally exceed 50% of the sum required by the voluntary organisation for the purpose stated in its application.
3. The remainder of any financing should be in place, or shown to be achievable, before any award is paid.
4. The applying organisation must provide copies of certified/audited/most recent accounts (except for new organisations).
5. Organisations applying must have their own bank account requiring at least two signatories to authorise cheques.
6. The Council will not consider applications from individuals.
7. Where a grant is awarded, the organisation concerned should be able to demonstrate that it has clear plans for raising the remainder of the necessary finance.
8. The applying organisation should be based either wholly in the Parish of Downend & Bromley Heath or be able to demonstrate to the Council's satisfaction that a significant number of its beneficiaries are parishioners of Downend & Bromley Heath.
9. The organisation concerned should demonstrate that it is providing a service outside the scope of or in addition to normal public or private provision.
10. The Clerk be permitted to seek any further details from the applicant in order to assist the council in its deliberations.
11. A condition of any grant be that the Parish Clerk would reserve the right, on behalf of Downend and Bromley Heath Parish Council, to verify that the grant has been used for the purpose authorised. If the due purpose cannot be verified the previous grant will be reclaimed. Furthermore on an annual basis a random sample of grants will be taken and will be examined for audit purposes.
12. The Parish Council would appreciate pictorial and/or written feedback on the success of the project for which the grant was awarded in order to display it at the Annual Assembly of Downend & Bromley Heath Parish Council.