Batheaston Parish Council

Grant Application Form for Applicants

Batheaston
Where *community* matters

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This Policy is provided for adoption by the council at its meeting held on 12th May 2026.

Please read through the Grant Policy before completing the application. Please write clearly in the answer spaces or complete electronically.

If you need any assistance with completing this form, please contact: the Parish Clerk, clerk@batheston-pc.gov.uk, or 01225-923820.

Section A - Applicant's Details

Please give the full name and address of the organisation applying for the grant and contact person.

Name of Organisation or Individual	Batheaston Twinning Association (BTA)	
Organisation or Individual details Include address, email, telephone number, website	18 Brookside Close Northend Batheaston BA1 7HP Batheastontwinning.association@gmail.com 07786513360 Batheaston Twinning Association Facebook	
What is the legal status of the organization? Community group with a constitution Is this organisation a profit-making concern? No If it is a registered charity, provide charity registration number No		
Please provide a brief description of your organisation (i.e. what does it do)	Batheaston and Oudon in France are officially twinned as communities and recognised as such by the local councils in both villages. BTA aims to further develop friendships and cultural exchanges in and between both communities .	
Contact person Enter details of a contact person if we have a question in relation to this grant application	Name	Forbes Robertson
	Address (if different to above) Telephone and Email	As above

Section B – Summary details of the grant requested

Provide a detailed breakdown, and latest annual accounts as separate documents.

Grant amount being applied for?	£500
Total amount of project/event/items	The main event is the visit by residents of Oudon provisionally in Aprill 2027. Expected cost £1200 See breakdown for details Development of the playing of Petanque/Boules by Batheaston residents
Reason for grant application	Shortage of funds makes it difficult for BTA to continue the Twinning relationship
How many people in Batheaston will benefit, and how?	100+ Attending community events during the Twinning visit. This will foster friendship and understanding between Batheaston residents and with residents of Oudon 50+ take up of an offer of taster sessions playing boules. This will foster friendship and reduce isolation in Batheaston
When will the money be spent?	In 2027

Section C – Details of other sources of finance

Have you applied to any other body for a grant towards the proposed project? **If yes, please provide details, including the amount and the outcome.**	Not yet

How else do you raise income?	Fundraising activities in the village
If this grant application fails, what would happen?	BTA will move closer towards ending it's active existence

Section D – Application and declaration

I declare that to the best of my knowledge the statement made in this application form is true.

Signature ……

(submission by email will be accepted without signature)

Print Name ……Forbes Robertson……

Date ……

1. Policy - Introduction

The aim of this scheme is to support and promote an active community in Batheaston. The Parish Council recognizes and supports the valuable contribution made by the voluntary sector to the wellbeing of the community. We provide financial support for community organizations working for the benefit of Batheaston parishioners, with the intention of improving the range of services and activities in the parish.

2. Types of Grants Awarded

A grant is any payment made by the Council to be used by an organisation for a specific purpose that will benefit the Parish, or residents of the Parish, and which is not directly controlled or administered by the Council. The Council awards grants, at its discretion, to Parish organisations which can demonstrate a clear need for financial support to benefit the Parish by:

- Providing a service
- Enhancing the quality of life
- Improving the environment
- Promoting Batheaston.

3. Grant Application Process

1. Applicants will be required to complete an application form. All questions on the application form should be fully answered and additional appropriate information, which supports an application, should be provided.

2. The Clerk to the council will receive all applications in the first instance. She/he/they will confirm that the application is complete and conforms with this policy, liaising with the applicant to address any issues.

3. In addition to the application form organisations will be required to provide the following supporting information:

    a. a copy of their written constitution or details of their aims and purpose,

    b. full details of the project or activity,

    c. demonstration that the grant will be of benefit to the local community within the Parish, the proportion or number of beneficiaries living in the Parish,

    d. demonstration of a clear need for the funding,

    e. a copy of the previous year's accounts or, for new initiatives, a detailed budget and business plan.

4. The application, with all the necessary supporting information, will then be submitted to the next appropriate Council meeting.

5. Before the meeting, the Clerk will provide a brief report providing Council with:

    a. The current state of the budget allocated to Community Grants for the year, and the impact of this application if awarded in full

b. A record of grants awarded to the applicant organization for the current and previous financial year, with comments on the outcome of the award; its success and impact

c. Any other information that might be valuable to Councillors

5. At the meeting, the Chair (or other member) of Finance Committee will be invited to comment on the application. The Council will make the decision on which grants to award. All applicants will be contacted following the Council's decision.

6. The Council sets a figure for the expected total amount to be awarded during its financial year in its annual budget. The Clerk can provide guidance to applicants as to how much money is likely to be available in a specific financial year.

Conditions of Funding

1. The organisation must be either non-profit or charitable. Applications will not be considered from private organisations operated as a business to make a profit or surplus.

2. Grants will not be made to individuals.

3. Grants will not be made retrospectively.

4. Applications will not normally be considered from national organisations or local groups with access to funds from national 'umbrella' or 'parent' organisations, unless funds are not available from their national bodies, or the funds available are in adequate for a specified project.

5. An organisation should have a bank account in its own name.

6. The administration of and accounting for any grant shall be the responsibility of the recipient. All awards must be properly accounted for and evidence of expenditure should be supplied to the Council as requested.

7. Ongoing commitments to award grants or subsidies in future years will not be made. A fresh application will be required each year.

8. Under normal circumstances the council will only consider one application, per group, per annum.

9. Each application will be assessed on its own merits.

10. The Council may:

    a. Award a different amount than that requested.

    b. Make the award of any grant or subsidy subject to such additional conditions and requirements as it considers appropriate.

    c. Refuse any grant application which it considers to be inappropriate or against the objectives of the Council.

    d. Require a report on completion of the project, and – if the project runs over for over a year – progress report(s) on each anniversary of receipt of the funds. This report should specify to what extent the project or undertaking achieved the objectives stated in the grant application, and how the funds have contributed to the supporting and promoting an active community in Batheaston, improving the range of services and activities in the parish, for the benefit of Batheaston parishioners.

11. Any grant must only be used for the purpose for which it was awarded unless the written approval of the Council has been obtained for a change in use of the grant monies, and that any unspent portion of the grant must be returned to the Council by the end of the financial year in which it was awarded.

12. Organizations that receive a grant will be required to acknowledge the Parish Council's contribution on all publicity/printed material and invited to make a presentation at our annual parish meeting.

13. Nothing contained herein shall prevent the Council from exercising, at any time, its existing duty or power in respect of providing financial assistance or grants to local or national organisations under the provisions of the Local Government Act 1972, Section 137.

Last reviewed and agreed by Council: 12th May 2026

Next scheduled review: May 2027.