

Burston Open Gardens - Grants

Grant Structure:

1. Objectives:

- The goal of the grant is to
 - support Burston & Shimpling residents with a need,
 - contribute to specific local community projects.
 - support events that build community within Burston & Shimpling

2. Criteria for Individual Grants

- Individuals
 - The beneficiary is currently living, or has previously lived, in the village of Burston.
- Charities & Not for Profit Organizations (C/NFPOs)
 - The C/NFPO is based in the village of Burston.
 - The C/NFPO currently supports somebody, or has supported somebody, currently living within the village of Burston.
 - The C/NFPO exists for the benefit of an aspect of Burston's community.

3. Committee:

- At least 3 representatives from the Open Garden planning group should be responsible for any grants made.
- The Committee members should be agreed by those attending in person the annual planning meeting(s) and they will serve for the coming year albeit they may be making decisions on income from previous years.
- The making of a grant must be a unanimous decision.
- Any conflict of interest between a committee member and a potential recipient of a grant must be declared and the committee member will withdraw from the decision-making process.

4. Allocation of Funds:

- A minimum fund of £400 should be retained as of 31st December for use in organising the next Open Garden event (hall rental, printing etc.)
- Any available funds above the £400 retained amount may be used to make grants.
- In the event of requests exceeding funds, a request will need to be declined or deferred to the following year if appropriate (e.g. student grant for study material).
- There will be no prioritising in the nature of the recipient. Applications will be assessed in the order received.

5. Application Process:

- All communication will be via email (BOGgrants@gmail.com)
- The Grant Application Form, Privacy Policy, Grant Structure, in addition to an Overview will be located on the Parish Council website (burstonandshimplingparishcouncil.gov.uk)
- A form that details the applicant's contact details, and the details of their request should be completed by the applicants – or alternatively supplied and the information provided in the same format in written form. The questionnaire will include questions about their needs and how they plan to use the funds.
- There will be no deadline for applications, but publicity should make it clear that funds are limited, and timely requests would likely be more successful.

6. Applications review:

- The committee will review the applications and assess them based on the established criteria.
- The onus will be on the committee to assess the applications with transparency and fairness.
- All applications will be acknowledged and advised that there is a process prior to settlement. Refusals will be clearly and sympathetically explained why they have not been successful.

7. Funds disbursement:

- Funds to the selected recipients will be made in a timely manner.

- Clear instructions on how the funds should be used will be given and, if required how any evidence of spend be provided.

8. Follow-Up:

- Where possible the impact of the grants should be monitored and feedback from recipients gathered.
- Success stories and updates, where appropriate, should be shared with the community to maintain transparency and encourage future fundraising efforts.

9. Evaluation and Improvement:

- After the distribution, evaluate the process and identify areas for improvement.
- Use any feedback to refine the structure for future fundraising events and grants.

Footnotes:

- **Promote Inclusivity:** Ensure that all villagers and organisations are aware of the grant opportunities and can participate in the process. Therefore, information about the opportunity to claim are publicised in a diversity of locations.
- **Communicate Clearly:** Keep the community informed about the progress and outcomes of the fundraising event and grant distribution. Utilise local publications such as 'Parish Planet' and 'Cock Crow' which are delivered to every household.