



Baughurst Repair Cafe

Grants Policy and Process

INTRODUCTION BY BAUGHURST REPAIR CAFE

This is the Grants Policy for Baughurst Repair Café (BRC) that sets out how organisations and groups local to Baughurst (ie located within 3 miles of the parish of Baughurst) can apply to the BRC for a grant to support their sustainability, community related or resident support activities.

Baughurst Repair Café is funded through donations, but may, through its constitution and with agreement of its members, make donations or a grant to local organisations to assist in their sustainability efforts. BRC will set aside 40% of its excess donations over £2,000 as a target to be made available for donations or grants, with approval of the membership.

The policy identifies the circumstances under which a donation may be made, or a grant may be awarded, and the process for awarding a grant.

This Grants Policy was adopted by the BRC Management Committee at its meeting held on 2nd September 2025.

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1. Objectives of the policy

This policy has been produced with the following guiding principles:

- To provide a process through which grants are awarded by BRC which is transparent and fair.
- To provide information to groups that will enable them to understand if their group is eligible for such a grant or donation.
- To provide an easy-to-use on-line mechanism for applying for a grant that will ensure all information is captured and can be easily disseminated.
- To describe how decisions are made by the BRC Management Committee (BRC MC) and the membership and how the decision is communicated to applicants.

2. Eligibility for a grant

The organisation must be eligible to apply for a grant and able to complete the grant application form – a paper copy is available from BRC.

Preference will be given to specific projects or activities for an organisation rather than general running cost. The project or activity must be directly related to sustainability with defined expected results. Grants more than £1,000 are unlikely to be awarded and grants are expected to be £300-£500.

The criteria for eligibility are set out below.

- I. An organisation requesting a grant should be a not-for-profit organisation and must have access to a bank account.
- II. Such an organisation must be operating or providing a service to the community local to Baughurst and must evidence that the aims and objectives of the organisation are for the benefit of community.
- III. The application is for the organisation only and no monies must be passed on to a third party for their use.
- IV. The application must not be retrospective. The application must be approved prior to the commencement of any works, events or delivery of any service for which the grant will be used.
- V. The funds may only be used for the purpose stated in the application.



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- VI. The organisation or project must not be political or quasi-political in nature.
- VII. The organisation's function does not primarily fall under a local authority, Eg. Parish Council, Health Authority or Social Services.
- VIII. The application is for a grant to be awarded in the current financial year.
- IX. Newly formed organisations and organisations that have not previously applied for grants are welcome to apply.
- X. Only one successful application per organisation per financial year will be considered.
- XI. Individuals are not able to receive a grant.

3. Application process

The application form for a grant from BRC can be access through [this link](#). A QR Code is included below for printed versions of this document.



Alternatively, the application form may be accessed from the BRC website at <https://baughurstrc.uk>.

Applications will be considered at any meeting of the BRC MC but will need to be delivered at least 14 days in advance of such a meeting to ensure that it can be considered at that meeting.

Additional information to support the grant application is welcomed. This can be, for instance, details of non-grant funding such as fund-raising events, membership fees etc, or other forms of funding expected to support the project.

Supporting documentation should be emailed to: BaughurstRepairCafe@Hotmail.com. To provide supporting evidence that is not electronic, please contact the BRC Chair either via email BaughurstRepairCafe@Hotmail.com or on 07801 787280.

BRC will confirm receipt of the application and whether any further information is required to support the application. Applications will be considered at the appropriate BRC MC meeting, and the organisation's representatives will be able to attend to speak in support of the application.

BRC MC will propose applications to the membership who will need to select



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applications to be supported and agree to the grant or donation being made.

The assessment process is competitive and not all applications will be funded. There is no right of appeal against the decision of the BRC MC. Should a project be refused this does not preclude the applicant from applying for a different project or in the following year.

4. Decision process

The applicant will be advised of the decision within fourteen days of the BRC MC meeting.

a. Grant award approved

Conditions may be set by the BRC MC with regards to the spending of the funds.

Payment of the grant monies awarded will be made by electronic transfer within one calendar month of the decision.

If for any reason the organisation disbands, or the project is not completed the BRC MC may ask for all or part of the funds to be returned.

The BRC MC requires a report regarding the spending of the funds to be submitted by the 1st of March each year or when the project is completed, whichever is sooner.

BRC reserves the right to use the awarding of the grant in publicity materials including the details of the organisation that received the award and the details of the project or activity supported.

b. Grant award refused

BRC reserves the right to refuse any grant application.

Refusal does not preclude any subsequent application.

BRC will respond to the applicant with the rationale for refusing the application.