

**Friends Forum
of Bromley Parks and Green Spaces**

**Member Grant and
Expenses Policy**



1. Introduction

- 1.1 This document contains details of the policy that Forum will use to award small financial grants to a Member Group.
- 1.2 It also gives details of how an Individual Member can reclaim out-of-pocket expenses when engaged with Forum business.
- 1.3 This document should be read in conjunction with the Forum Constitution, which defines the authority to provide monies to its membership, be it a group or individual.

2. Definitions

- 2.1 "Friends Group" means any body whose objects are to promote, or maintain parks and/or green spaces within Bromley which is supported by the Council;
- 2.2 "Member Group" means a Friends Group who are admitted to membership of the Forum;
- 2.3 "Forum" means the umbrella organisation that acts on behalf of all Friends Groups in the Bromley borough;
- 2.4 "Individual Member" means any volunteer who is an active member of a Friends Group, which itself is a Member Group;
- 2.5 "Bromley" means the geographical area comprised of the London Borough of Bromley;
- 2.6 "Council" means the Authority with responsibility for the London Borough of Bromley;
- 2.7 "writing" means all forms of written communication including email.

3. Grants

- 3.1 Forum will offer financial support to any Member Group on request, provided that the use of any grant funding meets the aims and objectives of said Group and thereby enhances the value to the local community of their park or green space.
- 3.2 Member Groups must provide details of their plans in writing along with any supporting quotations, documentation, as appropriate. They should also indicate the amount of grant they are seeking.
- 3.3 Requests for Forum funding will be discussed at Forum Committee Meetings where a majority vote of Committee Members will determine whether the application has been successful in meeting the criteria above and if so how much to award. In the event of a split decision the Chairman will have a second casting vote.
- 3.4 Applicants will be informed of the decision in writing along with any constraints or otherwise that may need to be imposed.
- 3.5 Forum grants will be limited to 20% of the project cost or £300 maximum, whichever is lower. They are also subject to Forum itself receiving its own annual grant to enable it to operate and manage its duties successfully.

- 3.6 Payment of any grant funding will be subject to completing and signing the claim form, as shown in Appendix A, along with supporting expense evidence.
- 3.7 These Forum grants are intending for small ticket items such as storage cabinets, benches, finger posts, interpretation boards etc. They are not intended for tools or personal protection equipment (PPE) which need to be sourced through either the Council's main contractor or directly from the Friends Group's own accounts.
- 3.8 They are equally not intended for major project investment such as new building work, landscaping or significant restoration work, where other forms of grant funding should be sought.
- 3.9 The system of offering small level grants will be reviewed on an annual basis and may be withdrawn/suspended at any time. Any decision in this matter will be communicated to its membership in writing and reported at the next Members' Meeting.
- 3.10 The Forum reserves the right to request a refund of grant monies paid in the event that a Friends Group does not fulfil its obligation in completing its plans for which a claim has been made.

4. Expenses

- 4.1 Forum will reimburse out-of-pocket expenses to an Individual Member when engaged on Forum business.
- 4.2 All reasonable expenses will be paid without question and without undue delay. If there is any doubt in what is meant by 'reasonable' then an Individual Member should seek approval from any Forum Committee member prior to incurring the expense.
- 4.3 Payment of expenses will be subject to completing and signing the claim form, as shown in Appendix B, along with all supporting expense evidence.
- 4.4 Private car mileage will be paid at the rate of 45 pence per mile.
- 4.5 Expenses are intended to cover travel costs (both public and private), parking fees, entrance fees and incidentals (teas, coffees). They may also be used to cover items such as childcare cover and taxis, though prior approval should be sought to ensure these are acceptable.
- 4.6 In certain circumstances hotel stays and/or long-distance travel may be required to attend conferences on behalf of Forum. In the main these are paid by the conference organisers but may be paid by Forum, if agreed in advance.
- 4.7 The system of paying expenses will be reviewed on an annual basis and may be withdrawn/suspended at any time. Any decision in this matter will be communicated to its membership in writing and reported at the next Members' Meeting.

Appendix A - Small Grant Claim Form



SMALL GRANT CLAIM FORM

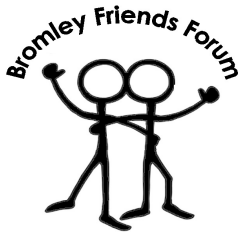
Please describe below your project/expenditure in detail along with your estimation of the total cost in pounds:

Claimant Name:	
Friends Group:	
Payee Name:	
Payee Address:	
Signed:	
Date:	

For Forum use only	
Value of grant awarded:	£
Signed:	
Date:	

Please attach any relevant vouchers, receipts, quotes.

Appendix B - Expense Claim Form



for Parks & Green Spaces

EXPENSES REIMBURSEMENT CLAIM FORM

I claim reimbursement of the following expenditure which I confirm are solely related to Friends Group business:

_____	£
_____	£
_____	£
_____	£
_____	£

TOTAL claimed £

Claimant Name: _____

Friends Group: _____

Payee Name: _____

Payee Address: _____

Signed: _____

Date: _____

Please attach any relevant vouchers, receipts, quotes.