

Box Parish Council

Grants Policy.

Policy no. 7



Date Approved	June 26
Review Date	June 28
Committee	Fin & Gov

Parish Council Grants Policy

1. Introduction

This Grants Policy sets out the principles and procedures by which the Parish Council will consider requests for financial assistance from local organisations, voluntary groups, charities, clubs, and community projects.

The Parish Council recognises the valuable contribution made by community organisations and aims to support activities that benefit residents and improve the quality of life within the parish.

This policy ensures that grants are awarded fairly, transparently, consistently, and in accordance with the Council's statutory powers and financial regulations.

2. Objectives of the Grant Scheme

The Council may award grants for projects and activities that:

- Benefit residents of the parish;
 - Improve community wellbeing and social inclusion;
 - Support local voluntary and community organisations;
 - Promote recreation, sport, arts, culture, heritage, or environmental improvement;
 - Enhance services or facilities within the parish;
 - Support activities for children, young people, older people, or vulnerable residents;
 - Encourage community participation and resilience.
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3. Legal Powers

The Parish Council will only award grants using powers available to it under relevant legislation, including but not limited to:

- Local Government (Miscellaneous Provisions) Act 1976;
- Localism Act 2011;
- Other specific powers available to parish councils.

The Council will ensure all grants are lawful and within budgetary provision.

4. Eligibility

Applications may be accepted from:

- Registered charities;
- Voluntary and community organisations;
- Sports and social clubs;
- Community interest companies;
- Schools and educational groups;
- Faith groups where the activity provides wider community benefit;
- Not-for-profit organisations.

Applicants should normally:

- Operate within the parish or provide direct benefit to parish residents;
- Have a bank account in the organisation's name;
- Have a constitution or governing document;
- Demonstrate appropriate safeguarding and insurance arrangements where applicable;
- Provide recent financial information.

The Council will not normally award grants to:

- Individuals;
 - Commercial organisations operating for profit;
 - Political organisations;
 - Activities promoting a particular political or religious belief where there is no wider community benefit;
 - Organisations with significant unrestricted reserves unless exceptional circumstances apply;
 - Retrospective projects where expenditure has already been incurred.
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5. Availability of Grant Funds

The Council will normally allocate a budget for grants in the autumn budget setting period. The amount may vary from year to year.

The Finance & Governance Committee will monitor budget spend on Grants throughout the Year.

6. Application Process

Applications must:

- Be submitted on the Council's official grant application form (Appendix C); see [Application Form](#)
- Include details of the project or activity;
- Explain how parish residents will benefit;

- Include a breakdown of costs and other funding sources;
- Include the organisation's latest accounts or financial statement;
- Include safeguarding and insurance details where appropriate.

Applications can be submitted twice per year (6-monthly) to the Clerk by the published deadline:

- 1st June or
- 1st December

Late or incomplete applications may not be considered.

7. Assessment Criteria

Applications will be assessed against the following criteria:

- Community benefit;
- Number of parish residents benefiting;
- Value for money;
- Evidence of need;
- Financial sustainability of the organisation;
- Availability of alternative funding;
- Alignment with Council priorities;
- Whether the organisation has previously received Council funding and complied with reporting requirements.

The Council reserves the right to request further information before determining an application.

8. Decision-Making

Grant applications will normally be considered by:

- The Finance & Governance Committee or exceptionally for large or contentious projects, the Full Council

Decisions will be recorded in the Committee minutes.

The Council's decision is final and there is no right of appeal.

Councillors must declare any relevant interests in accordance with the Council's Code of Conduct.

9. Conditions of Grant

Successful applicants may be required to:

- Use the grant only for the approved purpose;
- Return any unused funds;
- Acknowledge the Parish Council's support in publicity materials where appropriate;
- Provide evidence of expenditure;
- Submit a short report on outcomes achieved.

The Council reserves the right to reclaim funding if:

- False or misleading information is provided;
 - Funds are not used for the approved purpose;
 - The organisation ceases operation before completion of the project.
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10. Monitoring and Reporting

Grant recipients may be required to provide:

- Receipts or invoices;
- Photographs or publicity materials;
- A summary of project outcomes;
- Evidence of community benefit.

The Council may publish details of grants awarded in the interests of transparency.

11. Equalities

The Council is committed to equality of opportunity and expects funded organisations to operate fairly and without discrimination.

12. Data Protection

Information provided as part of the grant application process will be handled in accordance with relevant data protection legislation.

13. Review of Policy

This policy will be reviewed periodically by the Parish Council and updated as required.

Policy Adoption

Adopted by: _____ Parish Council

Date adopted: _____

Minute reference: _____

Review date: _____

Appendix A – Supporting Documents

Applicants may be asked to provide:

- What other agencies have you contacted
 - Constitution or governing document;
 - Latest accounts or bank statements;
 - Safeguarding policy;
 - Equality policy;
 - Public liability insurance certificate;
 - Child protection policy where relevant;
 - Project quotations or estimates.
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Appendix B – Example Grant Conditions

1. Funding must only be used for the purpose approved.
2. Any substantial change to the project must be agreed in advance with the Council.
3. The Council may request repayment of all or part of the grant where conditions are breached.
4. Grant funding does not commit the Council to future financial support.
5. Successful applicants may be required to attend a Council meeting to present outcomes.

Appendix C – Form to Apply

BOX PARISH COUNCIL

APPLICATION FOR GRANT FOR VOLUNTARY ORGANISATIONS (ver June 26)

1.	Name of Organisation	
2.	Name, Address and Position of Contact in Organisation	
3.	Telephone Number of Contact	
4.	Is the Organisation a Registered Charity? If yes, Charity Number	
5.	Amount of grant requested	
6.	For what purpose or project is the grant requested?	
7.	What other agencies have you contacted and for how much?	
8.	What will be the total cost?	
9.	When will the money be spent?	
10.	Who will benefit from the project?	
11.	Approximately how many of those who will benefit are Box parishioners?	

Please submit this application form together with a covering letter giving any other information which you feel will support this application.

Signed

Date

Name (In capitals)