

Spaldwick Parish Council Grant Policy

Policy adopted: May 2025

Last reviewed:

Next review date: May 2026

1. Grants to Local Organisations

1.1 Spaldwick Parish Council (the Council) is empowered under legislation to offer community grant funding and is committed to supporting local clubs and community organisations where it can. To enable them to do this, each year the Council sets aside some money in its budget to help with grants (terms and conditions apply).

1.2 The budget is limited and, in most cases, grants to an individual organisation will be a maximum of £500, although larger grants may be given under exceptional circumstances; at the Council's discretion this limit may be raised to £1,000.

1.3 Grants may be applied for at any time during the year, however, please note that we have a limited fund for grants each year.

1.4 Attendance at a Parish Council meeting to present the grant request will be required.

2. General Criteria

2.1 Grants will be made at the absolute discretion of the Council to Parish organisations which can demonstrate a clear need for financial support to benefit the Parish by one or more of:

- Providing a service and improving their effectiveness
- Enhancing the quality of life for residents and promoting the Parish of Spaldwick in a positive way
- Improving recreation and/or sports
- Improving the environment

3. Grant Application Process

3.1 All applications should be made to the Clerk to the Council in writing at least 10 days before the Parish Council meeting at which the application is to be assessed.

3.2 Grants will only be made to organisations who supply with the application:

- details of their aims and purpose;
- if relevant, details of the governance of the organisation (names of the Chair, Secretary, Treasurer);
- full details of the project or activity;
- demonstration that the grant will be of benefit to the local community within the Parish;
- demonstration of a clear need for the funding;
- if requested, a copy of the previous year's accounts or, for new initiatives, a detailed budget and business plan;
- Safeguarding Policy if children / young people / vulnerable adults are involved.

4. Conditions of Funding

4.1 Grants will not be made to individuals.

4.2 Applications will be considered from voluntary groups, registered charities or those operating on a not-for-profit basis for the benefit of Spaldwick's community. Applications will not be considered from private organisations operated as a business to make a profit or surplus.

4.3 Grants will not be made to projects that discriminate on any grounds.

4.4 Grants will not be made retrospectively.

4.5 Applications will not normally be considered from national organisations or local groups with access to funds from national 'parent' organisations.

4.6 An organisation should have a bank account in its own name with two authorised representatives required to sign each cheque or authorise any online payments.

4.7 The administration of and accounting for any grant shall be the responsibility of the recipient and evidence of expenditure should be supplied to the Council if requested.

4.8 Only one application for a grant will be considered from each organisation in any one financial year.

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

4.10 Each application will be assessed on its own merits.

4.11 The Council may make the award of any grant subject to any additional conditions it considers necessary. The Council reserves the right to refuse any grant application which it considers to be inappropriate or against the objectives of the Council.

4.12 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. Otherwise, the funding should be returned.

4.13 The Council may make the award of any grant it considers appropriate in the event of an unforeseen urgent event.

4.14 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.

4.15 Recognition of the grant from Spaldwick Parish Council should be made in any publicity.

4.16 If any costs incurred are lower than anticipated, any surplus grant funds should be returned to the Council so that they can be reinvested in the Spaldwick Community.

5. How Will the Application be Assessed?

- How well the grant will meet the needs of the community, providing positive benefit to the inhabitants.
- How effectively the group will use the grant.
- Whether the costs are appropriate and realistic.
- What level of contributions has been, or will be, raised locally.
- Whether the organisation or group could reasonably have been expected to obtain sufficient funding from another, perhaps more appropriate source.
- How the organisation or group is managed, as indicated by the constitution.