



GRANTS POLICY

EFFECTIVE JULY 2025

Introduction

A grant is any payment made by the Council to be used by an organisation for a specific purpose which will benefit the Parish, or residents of the Parish, and which is not directly controlled or administered by the Council. The Council awards grants, at its discretion, to Parish organisations which can demonstrate a clear need for financial support to benefit the Parish by:-

- Providing a service
- Enhancing the quality of life
- Improving the environment
- Promoting the Parish of Barton-le-Clay in a positive way.

Grant Application Process:

The Council will make the decision on which grants to award. All applicants will be contacted following the Council's decision.

1. Grant Application Requirements

- 1.1** Applicants will be required to complete an application form. All questions on the application form should be fully answered and additional appropriate information, which supports an application, should be provided.
- 1.2** In addition to the application form, organisations will be required to provide the following supporting information:
 - A copy of their written constitution or details of their aims and purpose;
 - Full details of the project or activity;
 - Demonstration that the grant will be of benefit to the local community within the Parish;
 - The proportion or number of beneficiaries living in the electoral area;
 - Demonstration of a clear need for the funding;
 - A copy of the previous years accounts or, for new initiatives, a detailed budget and business plan.
- 1.3** All applicants must be able to provide bank account details in the name of the organisation.
- 1.4** Applications from individuals will not be considered, nor will applications where the grant would benefit an individual.
- 1.5** Applications for retrospective grants, where a project has already been completed, will not be considered.
- 1.6** The organisation must be either non-profit or charitable. Applications will not be considered from private organisations operated as a business to make a profit or surplus.
- 1.7** The Council will only consider one grant application per organisation per financial year unless there are extenuating circumstances.

The Council may make the award of any grant or subsidy subject to such additional conditions and requirements as it considers appropriate. The Council reserves the right to refuse any grant application which it considers to be inappropriate or against the objectives of the Council.

Any grant must be used for the purpose for which it was awarded unless the written approval of the Council has been obtained for a change of use of the grant monies, and that any unspent portion of the grant must be returned to the Council by the end of the financial year in which it was awarded.

2. Types of Grant

Barton-le-Clay Parish Council has made provision for two types of grant application:

2.1 Scheduled Grant

A scheduled grant application is one where an application is received and considered according to the following schedule:

30th September: Last date by which an application form must be submitted to the Council
October/November: All applications are considered
Mid December: Applicants informed of the Council's decision and payments made.

2.2. Special Grant

An application for a special grant may be made at any time throughout the year, funds permitting, but the Council will only consider the application if there is a genuine immediate need, such as a community project experiencing financial hardship.

The maximum sum available for a special grant is £500 and no applicant may submit more than one special grant application form in a single financial year.

3. Grant Allocation

3.1 Total Grant Fund

The Council has a limited budget and the total sum available for all grants varies from year to year but is in the region of £3,675.

3.2. Maximum per Application

The Council will not consider a single grant application which exceeds £1,000 unless there are extenuating circumstances and all other grant applications approved by the Council can be satisfied.

3.3. Minimum per Application

The minimum amount that can be applied for is £25.

3.4. Grant Fund Shortfall

Where the total value of all grant applications exceeds the available funds and the Council considers the applications of equal merit, the Council may offer a reduced grant to applicants.

3.5. Grant Payments

Under normal circumstances cheques/bank transfers for the approved grants will be issued in December.

4. On-going Grants

Repeat applications for grants year upon year will be considered but may not necessarily be granted. All applications will be considered on the value to the community, local performance of the group as known to the Parish Council, and against other grant applications received in the same financial year.

5. Grant Spend

5.1. Proof of Spend

A recipient of a grant must provide evidence of how the grant was spent in the form of a written report, supported by financial evidence and a photograph where available. **The report must be received by the Clerk within 6 months of receipt of the grant. Failure to comply with this request will result in disqualification to receive a Grant the following year.**

The report will become a document available to public inspection under the provisions of Section 228 of the Local Government Act 1972 (as amended).

5.2. Acknowledgement of Grant

Recipients of grants may be asked to acknowledge Barton-le-Clay Parish Council's support on promotional material, press releases and/or stationery if appropriate.

6. Grants Policy Distribution and Review

6.1. A copy of this grant policy will be given to all grant applicants with the grant application form.

6.2. The policy will be reviewed annually by the Council.

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.