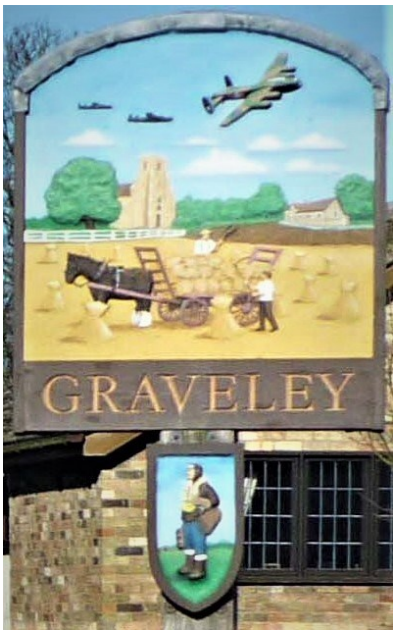


Grant Making Policy For Individuals

Document Configuration Management & Control

Version	Description	Originated	Approved	Minute Ref
Version 1	Annual Review	11/01/2023	07/05/2024	24/25-39.4
Version 2	Annual Review	20/02/2026		

Grant Making Policy

The Parish Council has powers to award grants to local community organisations and charities[1]. This includes individual parishioners who are organising projects for the benefit of the whole community. Awards are at the discretion of the council.

Each application will be considered on its merit but grants will usually be made only for activities to which all parishioners are invited. No commitment to award grants for events in future years will be made; a fresh application will be required each year. Grants will not usually be made retrospectively. The funds available are limited and the council will not always fund all the costs; some matched funding may be required.

Eligibility Criteria

- The project must benefit everyone in the community, for example: if it is for children, all the children in Graveley must be invited.
- Applications must be from individual parishioners living in Graveley Parish.
- Applicants must have a bank or building society account into which the grant can be deposited.

The Parish Council will NOT award grants to:

- Commercial organisations
- Where there is a statutory duty upon other local or central government departments to fund
- Local groups where funds raised are sent to a central HQ for redistribution,
- Political parties,
- Religious organisations unless the project is open to everyone in the parish.

Applying for a Grant

Grants are applied for on the attached form. Details include:

- how much is being requested,
- what the funds are for,
- how much the project costs altogether
- how the grant will be spent, item by item,
- planned timescale,
- how the project will benefit the Parish.

[1] Depending on the grant's purpose, the power is given either in legislation or under Section 137 of the Local Government Act 1972. Section 137 allows the Parish Council to spend a limited amount on activities it is not otherwise empowered to do, but which it considers to be in the interests of Graveley Parish or its inhabitants. The section 137 limits what the Parish Council can spend to an amount per registered elector and is reviewed annually by central government. A total figure for available s137 grants is agreed by the Council in their budget for each financial year.

Terms and Conditions

- Applications will be considered at the first bi-monthly Parish Council Meeting after receipt and the applicant told the decision soon afterwards.
- The Parish Council's decision is final.
- Details of the grant will be published in the Meeting's Minutes.
- The grant must be spent on the project within the planned timescale.
- Any delays must be reported to the Clerk to the Parish Council.
- Any cash left over will be repaid to the Parish Council.
- Applicants must provide evidence of expenditure to the Clerk to the Parish Council.

Form for Individuals Applying for a Grant from Graveley Parish Council

Please read the policy before completing this form. Please use black ink and block capitals. Should you need to use additional sheets, please ensure your name is on each sheet.

The Applicant

Name: .....

Address: .....

.....

.....

.....

Email: .....

Telephone: .....

The Activity

Brief description:

.....

.....

.....

Who will benefit from the grant?

.....

How many are Graveley residents:

.....

How much will the activity cost in total:

.....

How much is the grant you want:

.....

If the total cost is greater than the grant, how will you fund the difference:

.....

.....

How will you spend the grant, item by item? Please include evidence such as quotations or price lists where possible.

Item	Cost
Total	

Have you applied for a grant anywhere else? Yes/No. If so, give details below:

Organisation Applied to	Amount applied for	Date of Application	Amount Received

Additional Information

Is there anything else you want to say to support this application? If you need more room, attach more sheets, labelled with your name.

.....

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.....

.....

Signed: .....

Date: .....

Please return to the Clerk to Graveley Parish Council

If you have any queries, please contact the Clerk: clerk@graveleycambspc.org.uk