

Sandon and Burston Parish Council

<https://sandonandburstonpc.org.uk/>

GRANTS POLICY

Introduction

A grant is any payment or gift made by the Parish Council to an organisation for a specific Purpose that will benefit the Parish, or residents of the Parish, and which is not directly controlled or administered by the Parish Council. The law requires that Section 137 grants must be “in the interests of or will directly benefit the area or its inhabitants, or of part of it, or some of it” and “the direct benefit should be commensurate with expenditure”.

Policy

The Parish Council awards grants, at its absolute discretion, to organisations which can demonstrate a need for financial support to achieve an objective that is beneficial to the Parish, which includes:

- Providing a service
- Enhancing the quality of life
- Improving the environment
- Promoting Sandon and Burston Parish in a positive way.

The Parish Council will **NOT** award grants to:-

- Private individuals
- Commercial organisations
- Purposes for which there is a statutory duty upon other local or central government departments to fund or provide
- “Upward funders”.ie.local groups where fund-raising is sent to a central HQ for redistribution.
- Political parties
- Religious organisations: unless for a purpose which does not discriminate on grounds of belief.

This list is not exclusive and may be added to at the council’s discretion.

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

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Ongoing commitments to award grants in future years will not be made and a new application will be required each year. This will be at the discretion of the council.
Grants will not be made retrospectively.

Application Procedure

Organisations requesting financial assistance are required to submit:

- A completed application form
- Supporting documentation to include additional project information
- Any formal quotes/costings received for the project

Assessment Procedure

- At the Parish Council's annual budgeting meeting an amount will be set from which grants will be awarded during the following financial year.
- Grant applications are assessed at the next full Parish Council meeting following receipt of the grant application and a resolution is made.
- Each application will be assessed on its own merits.
- The Parish Council may make the award of any grant or subsidy subject to any additional conditions and requirements as it considers appropriate.
- The Parish Council reserves the right to refuse any grant application which it considers to be inappropriate, or against the objectives of the Council.
- Payment of grants will be by BACS or cheque.

Nothing contained herein shall prevent the Parish 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.

Successful Applications

A grant award must only be used for the purpose stated on the application. If the organisation is unable to use the money, or any part of it, for the purpose stated, then all monies, or unexpended part of such monies **must be returned** to the Parish Council. The Parish Council may request proof of expenditure.

Organisations receiving grants are required to advise their users/members that the grant or equipment has been received from Sandon and Burston Parish Council. Where appropriate, the Parish Council may require publicity on social media by users/members.

Where equipment is gifted to an organisation, The Parish Council requires that it be insured and

maintained at the expense of the user.

A representative of the recipient organisation will be asked to attend the next full Council meeting to provide a brief presentation of the project that was funded and to have a photo taken in order that the Council can publicise the award.

Date last Ratified/Approved	Version number	Revision/Amendment Made	Date of next review
09.09.2025	1	Policy adopted	May 2026

SANDON AND BURSTON PARISH COUNCIL

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GRANT APPLICATION

Date received by Council

Date of Meeting to be considered by Council.....

Please read the policy and the applicant notes(below) before completing this application. If you have insufficient space for your replies please continue either on the back of this form, or on a separate sheet of paper

Name of organisation (If Registered Charity please give number)
Name, Address & Telephone Number and email of person making this application
Please give the names of the main Office Bearers of the Organisation
Please give the bank account <u>name, account number and sort code</u> to which any grant awarded should be made payable. The Council will pay by BACS transfer or by cheque.
Describe the role of your organisation and the work it undertake for the benefit of the residents of the Parish
Approximately how many residents of the Parish benefit from the services of your organisation?
Approximately how many residents of the Parish are members of your organisation?
What amount of grant are you seeking?
Please give full details of the purpose for which the grant is required.

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<p>What is the total estimated cost of the whole project, including other funds? Please supply copies of estimates.</p>	
<p>Please give details of other sources of funding for this project. Please include details of funding by your own organisation.</p>	
<p>Give details of any grants received from the Parish Council in the last 4 years (date and amount of grant).</p>	
<p>The Council in awarding grants considers the potential value of the relevant project to the Parish. Please give a summary of the value of your project, as you see it, to Sandon and Burston Parish.</p>	
<p>Where did you find out about the grants available from the Parish Council?</p>	
<p>I agree on behalf of the above named organisation, that if a grant is made, full accounts of how it has been spent will be provided on request. I declare that the information given on this Application Form is true to the best of my knowledge and ability.</p>	
<p>Signature Position in organisation.....</p> <p>Date.....</p>	

APPLICANT NOTES:

1. All questions on this application form must be answered, otherwise your application will not be considered.
2. Any organisation which receives a grant will be invited to the Annual Parish Meeting to show how the grant has been used.
3. On acceptance of the Grant, your organisation agrees to provide receipts and a report on request, to show that the money was spent as allocated.
4. Monies can only be spent as specified on the grant application and not for any other purposes.
5. Any unspent monies must be returned to Sandon and Burston Parish Council.
6. Copies of this form and accompanying papers will be included on the Council agenda and discussed by Council in the presence of the Press and Public.

Please email completed forms to clerk@sandonburstonparishcouncil.gov.uk , or post to:

Mrs VRE Gibson
Parish Clerk
6 Alexandra Crescent
Uttoxeter, ST14 7LQ