



OLD CLEEVE PARISH COUNCIL

GRANTS POLICY

Dates Reviewed and Adopted:

Reviewed and adopted – 9 December 2024

Reviewed and amended – 15 December 2025

1. PURPOSE OF THE POLICY

Old Cleeve Parish Council provides a limited number of grants each year to support projects and activities that directly benefit the residents of the parish.

A grant is a payment made by the Parish Council to a local group or organisation for a specific purpose that benefits the community. Grants are funded through the Council's annual precept and are available from 1 April each year.

This policy sets out a fair, open and consistent approach to how grants are awarded.

2. WHEN AND HOW TO APPLY

- Applications may only be made after 1 April in the financial year to which the application relates.
- Applications may be submitted at any time after that date, subject to available funds.
- In general, only one application per organisation will be considered in any financial year.
- A second application will only be considered in exceptional circumstances, where the organisation can demonstrate that it faces immediate closure or failure without further support.
- The maximum grant that may be awarded to any applicant is £500.
- Applications must be made using the Council's Grant Application Form, available on the Council's website or from the Parish Clerk. All sections of the form must be fully completed. Incomplete applications will be returned.

3. SUPPORTING INFORMATION

Applications must include the following (unless impracticable to provide):

- A copy of the group's written constitution or summary of aims and rules
- A detailed budget or business plan for the project or activity
- Evidence that the project will benefit residents of Old Cleeve parish
- Demonstration of a clear need for the funding
- The most recent signed accounts and a recent bank statement (for an account operated by at least two joint signatories)
- Where relevant, evidence that the group is working towards becoming self-supporting (for example, in the case of a "starter grant")
- If submitting a second application in the same financial year, a statement explaining the exceptional circumstances and the risk to the organisation must be included.

4. ASSESSMENT AND DECISION-MAKING

- The Finance Committee will consider all applications and make recommendations to the Parish Council.
- The Parish Council will make the final decision on which grants to award.

- The Council reserves the right to refuse any application or to award a lower amount than requested.
- Applications for repeat funding within the same financial year will be subject to heightened scrutiny and must meet the criteria for exceptional circumstances.
- Applicants will be notified of the Council's decision in writing.

5. CONDITIONS OF FUNDING

- Grants will only be awarded to non-profit or charitable organisations.
- The Council will not normally award grants:
 - To businesses or profit-making groups
 - To national organisations or local branches that have access to central funding, unless they can show that they operate independently
 - To individuals
 - Retrospectively, for expenditure already incurred
 - For services that are normally the responsibility of another public body (e.g. County Council, NHS, or schools' curriculum activities)
 - For publicity, political, or religious purposes, or any unlawful activity.
- The Council will not award grants to organisations holding significant unallocated reserves. Significant unallocated reserves includes, but is not limited to:
 - Unrestricted reserves exceeding six to twelve months of operating costs
 - Reserves equal to or greater than the amount requested
 - Funds held without a clear explanation or designated purpose
- Organisations awarded funding must notify the Council if their circumstances change significantly.

6. USE OF FUNDS

- Grants should normally be spent within the same financial year (1 April – 31 March) in which they are approved.
- Grant money must not be added to reserves or held for later use.
- For equipment purchases, funds will be released on receipt of an invoice or equivalent proof of purchase acceptable to the Parish Clerk.

7. ACCOUNTABILITY AND REPORTING

- Grant recipients must keep proper financial records and may be required to provide evidence of how the money was spent.
- The Council may attach additional conditions to any grant.
- Recipients are expected to acknowledge the Parish Council's support in their publicity or annual reports.
- If the recipient organisation ceases to operate, or if the approved project does not proceed for any reason, the Council may require all or part of the grant to be repaid, at its discretion.