

SHEPTON BEAUCHAMP PARISH COUNCIL

GRANT AWARDING POLICY

Introduction

A grant is a payment made by the Council to be used by an organisation for a specific purpose that will benefit the Parish, or the residents of the Parish and which is not directly controlled or administered by the Council. Shepton Beauchamp Parish Council has a small amount of money each year which it allocates to payments of grants, but can only award grants using certain legal powers. Where there is no statutory power the Parish Council may use section 137 of the Local Government Act 1972 to give grants to community organisations. This power may only be used if its use *will benefit some or all of its residents and where the benefit obtained is commensurate with expenditure incurred*.

Qualifying Criteria

- Organisations applying for a grant must meet the following criteria:
- Must be a 'not for profit' or charitable organisation
- Must be based in, and/or serve residents of the Parish
- Must enhance the quality of life or improve the local environment within the parish boundary

Application process

Applicants must discuss their requirements with the Parish Council prior to applying.

The following types of grants can be applied for:

1. Established Organisations

An established organisation must complete the following and submit to the Parish Clerk:-

- A grant application form
- Details of the organisation's aims and objectives
- Full details of the project or activity including costs
- Demonstration that the grant will be of benefit to the local community within the Parish
- Bank statements for the last six months where available

Only one application can be made in each financial year (1st April – 31st March). The grant should be applied for prior to money being spent.

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

2. Start-up Organisations

Anyone wishing to start a new organisation must meet with two or three Parish Councillors who can advise them on what they can apply for.

A grant of £250 can be given to enable the individual to start a new group.

Decision making

- Applications will be determined by the full Council
- The application will be assessed on how well the grant will meet the needs of the community and what level of contributions have been raised, in addition to the grant
- Any refusal of a grant application, for whatever reason, is not to be taken as a comment by the Council on the worthiness of the cause or work of the organisation
- All applicants will be contacted following the Council's decision

Conditions of funding

- Only one application for a grant will be considered from each organisation in any one financial year (1st April – 31st March)
- Where a request for a grant is agreed, the Council shall determine the amount, using the figure stated by the applicant as a guide only. Funding will be dependent on grant funds available and suitability of the application
- The grant must be used for the purpose for which the application was made
- If the group is unable to use the award for the stated purpose, all monies must be returned to the Council
- All awards must be properly accounted for and evidence of expenditure should be supplied to the Council if requested
- Grants cannot be made to cover money already spent
- An organisation should have a bank account in its own name
- A representative must attend the Council meeting when the application is being discussed
- Recognition of the grant from Shepton Beauchamp Parish Council must be made in any publicity material
- Any organisation receiving a grant must agree that for any surplus funds which they wish to donate, a minimum of 50% should be donated within the Parish
- Any organisation in receipt of a grant from the Parish Council will be required to attend the next Annual Parish meeting (on some day between 1st March and 1st June) and present a brief report to the parishioners on how the grant has benefitted the organisation and its beneficiaries.

Date adopted:	19 th July 2021
Last reviewed:	2 nd January 2025
Date of current review:	15 th June 2026
Review due:	Annually in May