



# **EDITH WESTON PARISH COUNCIL**

## **Grants and Donation Policy**

### **1. Introduction to Policy**

A grant or donation is any payment made by the Edith Weston Parish Council (EWPC) to be used by an organisation for a purpose that will benefit Edith Weston parish, or residents of Edith Weston parish, and which is not directly controlled or administered by EWPC.

EWPC awards grants and donations, at its discretion, to Edith Weston 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 recreation and/or sports;
- improving the environment;
- promoting the parish of Edith Weston in a positive way.

#### **Definitions**

- A grant is awarded for a particular defined purpose.
- A donation is awarded for general purposes.
- Both are awarded for Edith Weston parish activities only.

### **2. Power**

EWPC regularly receives requests for grants and donations from a variety of organisations and the aim of this policy is to encourage and support activities and projects which will benefit the parish of Edith Weston.

Section 137 of the Local Government Act 1972 places restrictions on Parish Councils when it comes to making grants to other organisations or bodies. One of those restrictions (paragraph 1 of Section 137) requires that such expenditure “is in the interests of, and will bring direct benefit to, their area or any part of it or all or some of its inhabitants”. The normal use to which this power is applied by local Councils is to provide funding to local organisations, e.g. Pre-School Groups, Scout Groups, Senior Citizens Groups etc. but clearly, one of the most important restrictions (as underlined above) is that a grant cannot be made to an individual for their own use, no matter what use and how good a cause that use may be (e.g. sponsorship for studying exchanges).

However, there may indeed be occasions where the grant can be paid to an individual where that individual is carrying out a service which benefits the local population, e.g. a Community First Responder (a NHS trained volunteer) whose role is to be the first on the scene as the result of an emergency call within a designated area (the Parish) to provide immediate life-saving support and who is required to raise funding to contribute towards the cost of the necessary equipment. It must be absolutely clear that any grant made by the local Council will directly benefit recipients of the service and the EWPC is satisfied that the grant can legally be given and payment made to the individual.

Section 137 of the Local Government Act 1972 enables local councils to spend a limited amount of money for purposes for which they have no other specific statutory expenditure. The Department of Levelling Up, Housing and Communities (DLUHC) has notified the National Association of Local Councils (NALC) that the appropriate sum for section 137(4)(a) of the Local Government Act 1972 (the 1972 Act) for parish and town councils in England for 2024/25 was £10.81 per person on the electoral roll for the parish as at 1 April. For the financial year 2025/26 this will increase to £11.10. The number of persons on the electoral roll at December 2024 was 603.

Any such expenditure must be properly authorised by resolution at a Parish Council meeting, and accounted for separately.

### **3. Application Process**

1. The Clerk to EWPC will receive all applications in the first instance and will then collate all the necessary information from the applicant ready for presentation and discussion at the appropriate Council meeting.
2. Applicants will be required to complete an application form, available from the Parish Clerk. All questions on the application form should be fully answered and additional appropriate information, which supports an application, should be provided.
3. 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 Edith Weston 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 year's accounts or, for new initiatives, a detailed budget
  - and business plan.
4. EWPC budgets for a certain level of grants within the financial year. A grant application may be made and considered at any point during the financial year as long as it is within the approved budget. Any grant applications for sums above the budget will need to be approved by the Edith Weston Parish Council Grants and Donations Policy – approved 27/11/23, minute no: 193/23, updated April 2025, approved on 22/04/25, minute no: 014/25

notified to the Parish Council in advance of budget setting in the November of the financial year prior to the funds being required. Any grant requests will be subject to Parish Council funding being available for this purpose.

5. EWPC will make the decision on which grants and donations to award. All applicants will be contacted following EWPC's decision.
6. Funds available are limited and guidance can be given to applicants as to how much money is likely to be available in a specific financial year.

#### **4. Conditions of Funding**

1. 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.
2. Grants and donations will not be made to projects that discriminate on any grounds.
3. Grants and donations will not be made to individuals.
4. Grants and Donations will not be made retrospectively.
5. Applications will not normally be considered from national organisations or local groups with access to funds from national 'umbrella' or 'parent' organisations, unless funds are not available from their national bodies, or the funds available are inadequate for a specified project.
6. An organisation should have a bank account in its own name with two authorised representatives required to sign each cheque.
7. The administration of and accounting for any grant shall be the responsibility of the recipient. All awards must be properly accounted for and evidence of expenditure should be supplied to EWPC as requested.
8. Only one application for a grant will be considered from each organisation in any one financial year.
9. Ongoing commitments to award grants or subsidies in future years will not be made. A fresh application will be required each year.
10. Each application will be assessed on its own merits.
11. EWPC may make the award of any grant or donation, subject to such additional conditions and requirements as it considers appropriate.
12. EWPC reserves the right to refuse any grant or donation application which it considers to be inappropriate or against the objectives of EWPC.
13. Any grant or donation must only be used for the purpose for which it was awarded unless the written approval of EWPC has been obtained for a change in use of the grant or donation monies, and that any unspent portion of the grant must be returned to EWPC by the end of the financial year in which it was awarded.
14. EWPC may make the award of any grant or donation as it considers appropriate in the event of any unforeseen urgent event.
15. Nothing contained herein shall prevent EWPC 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.



## EDITH WESTON PARISH COUNCIL

### Grant and/or Donation Application Form

**Please read the attached guidelines before completing this form. Please use black ink and block capitals. You may continue on a blank sheet if necessary, but please put the name of your organisation on any additional sheets.**

#### **A. Your organisation**

Please give us the following information about your organisation:

Name and Address of organisation including postcode	
Description of your organisation's activities. Please list your aims and objectives.	
How long has your organisation been in existence?	

#### **B. Contact Details**

Name of contact	
Position	
Address for correspondence (if different from above) including postcode	
Telephone (day/evening/mobile)	
Email address	

### C. Your Application

Brief description of project or scheme for which the grant or donation is intended (please see Definitions in the guidance notes)	
Who will benefit from the proposed project or scheme and how many of these are Cam residents?	
Total cost of project or scheme (£) Give as much detail as possible so that the contribution being asked for can be seen within the overall context of the project	
How much are you applying for? (£)	
Have you made any grant application to any other body for grant aid for this project?	Yes / No
If yes please give details of each grant applied for: <ul style="list-style-type: none"><li>• Name of organisation</li><li>• Amount applied for</li><li>• Date of application</li><li>• Amount received</li></ul>	
If you have received any other sources of funding in the past year, not specified above, please give details	

Please give an itemised breakdown of the expenditure that any grant or donation will be used for. Please include evidence (e.g. suppliers' estimates or price lists) of the likely cost of all items of expenditure where possible.

ITEM	COST £
TOTAL	

**D. Previous Applications**

Has your organisation previously applied for a grant from this Parish Council? If YES, please give details and the date and amount of grant received if any.

**E. Additional Information**

Are there any other comments you wish to make to support this application? Please give this information below, or attach a separate sheet:

**F. Your Financial Situation**

All applications must be accompanied by the following financial information. If you do not supply this information your application will not be considered unless previously agreed in writing by EWPC.

- A copy of your latest approved statement of income and expenditure or other financial report which indicates your financial position, or
- Photocopy of bank statements covering the past six months
- A statement of your capital assets, if any

If you are unable to supply this information, please contact the Parish Clerk for advice before submitting this application.

Signed: ..... Date: .....

Please return to the Parish Clerk at ewpcclerk@gmail.com.

If you have any queries, please contact the Parish Clerk.

**FOR OFFICE USE ONLY**

Date received: .....

Grant awarded: .....

Amount: .....