

BRANSTON & MERE PARISH COUNCIL

GRANT APPLICATION POLICY

1. Purpose

This policy outlines the framework for awarding grants and charitable donations to local organisations, ensuring the process is transparent, fair, and compliant with legal requirements under the Local Government Act 1972, Section 137, and other applicable legislation.

2. Legislative Framework

Grants and donations provided by the Parish Council must:

- Comply with the **Local Government Act 1972, Section 137**, which permits local councils to incur expenditure for purposes benefiting the community not specifically authorised elsewhere.
- Adhere to the **Local Government Transparency Code 2015**, ensuring that the council's financial practices are open and accountable.
- Align with the NALC model guidelines on grants and donations.

3. Eligibility Criteria

Grants may be awarded to organisations that:

- Operate within the Parish of Branston & Mere or provide services directly benefiting its residents.
- Promote community well-being, such as improving quality of life, enhancing the environment, or fostering inclusivity and social cohesion.

Grants will not normally be awarded for:

- Routine operating costs or salaries unless exceptional circumstances are demonstrated.
- Retrospective funding for projects already completed.
- Individuals, commercial organisations, or political parties.
- Religious organisations, except for projects that serve a wider community purpose without discrimination.
- National organisations unless their work has a direct and significant impact on the Parish.

4. Application Procedure

1. **Submission Deadlines:** Completed applications must be submitted by **1st December** of the preceding year.

2. **Required Documents:**
 - Completed application form (available on the Parish Council's website).
 - Latest audited accounts or bank statement.
 - A copy of the organisation's constitution or governing document.
 - Details of any other funding sources contributing to the project.
3. **Evaluation:** Applications will be reviewed during the Parish Council's budgeting process in January, with decisions confirmed at the February meeting.

5. Assessment Criteria

Applications will be assessed based on:

- The extent to which the grant benefits the Parish and its residents.
- Financial viability and sustainability of the organisation.
- Evidence of need for the project or activity.
- Reasonableness of costs and other funding contributions.
- The potential impact if the grant is not awarded.

The Council reserves the right to request additional information or impose specific conditions for grant approval.

6. Successful Applications

Organisations awarded grants must:

- Use funds solely for the purpose outlined in their application.
- Acknowledge Branston & Mere Parish Council in all publicity and materials related to the funded project.
- Submit a report within 10 months detailing how the grant was used, including photographs and evidence of impact.
- Return unspent funds or funds not used for the specified purpose.

Equipment Grants: Where equipment is provided, the recipient organisation must ensure it is insured, maintained, and used responsibly.

7. Monitoring and Transparency

1. **Public Record:** Grant awards will be published annually on the Parish Council's website, in compliance with the Local Government Transparency Code 2015.
2. **Follow-Up:** Recipients may be asked to attend a Parish Council meeting to present the outcomes of their project.

8. Non-Compliance

Failure to comply with this policy may result in disqualification from future grants and potential recovery of funds.

9. Review and Revision

This policy will be reviewed annually or as required to reflect legislative or procedural changes.

Appendices

Appendix A: Application Form

Appendix B: Post-Award Reporting Template

Appendix C: Key Dates for Grant Applications

DOCUMENT HISTORY

Responsible Committee	Full Committee
Approval by	Full Committee
Date of approval/adoption	5 th January 2026
Minute reference	17374
Date for next review	January 27