

BRANSTON & MERE PARISH COUNCIL

PROCEDURE FOR GRANT APPLICATIONS & CHARITABLE DONATIONS.

Branston & Mere Parish Council is keen to support local organisations that provide a benefit to the parish or its residents. A grant is any loan, payment or gift made by the Parish Council to a group or organisation for a specific purpose. All grants given must directly benefit some or all of the parish or its inhabitants and the benefit must be commensurate with expenditure.

Grants are awarded at the Parish Council's discretion to organisations which can demonstrate a clear need for financial support, to achieve an objective which will benefit the Parish by:-

- Providing a service,
- Enhancing the quality of life,
- Improving the environment and promoting the Parish in a positive way.

All applications will be considered on their merits, but in general will be awarded for capital projects, such as the purchase of equipment, new ventures or improvements to premises. The Parish Council may support a community event, festival or other special event.

The Parish Council will not normally give grants towards the running cost, salaries or consumables unless there are exceptional circumstances.

The Parish Council will NOT award grants or donations to:-

- Individuals.
- Commercial organisations.
- Non-Charitable bodies from outside the Parish.
- Charities and National organisations, unless the service they provide significantly benefits the parish or its residents.
- Purposes for which there is a statutory duty upon other local or central government departments to fund or provide.
- Upward funders - i.e. local groups where funds are redistributed by them or a central body.
- 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 Parish Council's discretion.

Application Procedure:

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

All applications are judged on their own merits each year. Ongoing commitments to award grants in future years cannot be made.

Grantees who received grants in preceding years cannot guarantee future applications will also be successful.

Grants will not be made retrospectively.

Organisations requesting financial assistance are required to submit an application on the prescribed form by 1st December in the year preceding their funding requirement.

Documents required:

Applications should be accompanied by a copy of the organisation's accounts from the last financial year end.

Organisations will usually be expected to have a written constitution and a separate bank account controlled by more than one signatory.

The Parish Council may request additional information depending on the project and amount requested.

Assessment Procedure:

All requests received will be assessed at the Parish Council's annual budgeting meeting prior to approval by the Parish Council at the January meeting, taking into account:

- How well the grant or donation will meet the needs of the community and provide positive benefits to parishioners
- How effectively the organisation or group will use the grant or donation
- Whether the costs are appropriate and realistic
- What level of contribution has been, or will be raised locally
- whether the organisation or group could reasonably be expected to obtain funding from another source
- The effect of not receiving a grant or donation

The Parish Council may make the award of a grant or donation subject to additional conditions and requirements as it considers appropriate.

The Parish Council reserves the right to refuse any application for a grant or donation which it considers to be inappropriate, or against the objectives of the Council.

Successful Applications:

A grant or donation 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, all monies or unexpended monies must be returned to the Parish Council. The Parish Council may request proof of expenditure.

Organisations receiving a grant or donation are required to advise their users/members that the grant, donation or equipment has been received from Branston & Mere Parish Council and recognition should be made in any publicity.

Where equipment is gifted to an organisation, the Parish Council requires that it be insured and maintained at the expense of the user.

All recipients are required to provide the Parish Council with a brief report, including photograph, if applicable, of how the money has been used, how it has assisted the organisation or group and what it has achieved. This must be submitted within ten months of the purchase of the capital equipment or completion of the project.

Delivery of funds:

Organisations will be advised on the success of their application by 28th February.

Payment of the grant will be made by 30th April

Review date 5th January 2026.

Signed Clerk/ RFO

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

