

WEELEY PARISH COUNCIL

GRANT MAKING POLICY

POLICY AGREED BY WEELEY PARISH COUNCIL ON 19TH JUNE 2023

REVIEWED and UPDATED DATE: DECEMBER 2025

Introduction

Section 137 of the Local Government Finance Act 1972 provides parish councils with the power to allocate a part of their budget to local charities and voluntary bodies by way of a grant, where no specific grant making power exists in other legislation and where, in the Council's opinion, the grant will benefit any part of its area or any of its inhabitants.

The budget for grants is set at the Council's Annual General Meeting in November of each year. **The total amount set aside for the 2025/26 financial year is £2000.**

Policy

Weeley Parish Council awards grants, at its discretion and any non-profit making organisation which is based in the parish or provides services in the parish may apply. Organisations must be able to demonstrate a clear need for financial support in order to benefit the Parish by:

- Promoting the Parish of Weeley in a positive way
- Providing a service
- Enhancing the quality of life
- Improving recreation and/or sports facilities
- Improving the environment

Weeley Parish Council will not award a grant to where the applicant is one of the following:

- School
- Private individual
- Funding salary costs
- Commercial organisation (unless a registered charity)
- Political party

How to apply

Ensure that your organisation meets the 'Eligibility Criteria' shown below before you complete the application form which can be found on the Weeley Parish Council website <https://weeleyparishcouncil.gov.uk/>

Applications will be considered at any point in the year as part of a Parish Council meeting. **Applications should be made to the Parish Clerk and will be considered at the next Parish Council meeting.**

Eligibility Criteria

- 1) The applicant must follow our grants process and meet the requirements of this policy.
- 2) Provide evidence of the organisation's financial sustainability.
- 3) The applicant can only apply once in each financial year unless there are exceptional circumstances and advice has been sought from the parish clerk.
- 4) Provide a set of audited up-to-date accounts, i.e. up to the end of their financial year (if requested).
- 5) New organisations, unable to provide audited accounts must provide a financial statement regarding their budget.
- 6) The organisation must have either a set of rules or a constitution, which clearly shows its aims and objectives together with procedures for regular meetings with committee members and their position within the organisation. If the organisation does not have this they must demonstrate why not (if required)
- 7) The organisation must have a bank account in its own name operated by a minimum of at least two joint signatories.
- 8) The organisation must be able to provide evidence that they have enough operating budget to survive without a grant.
- 9) If the application is for one specific project the application should normally be made before the project begins

How the Council will decide on each application

An application form MUST be completed. The Parish Clerk will check that all questions have been answered and that the organisation meets the Council's requirements.

Each application will be assessed on its own merits however, the Parish Council reserves the right to refuse any application, or to approve an application with a grant amount that is different from what was requested.

Applications should (in most cases) be for funding to cover one-off items such as new equipment, new projects, repairs and renovations. An application to cover maintenance costs will only be considered when it enhances or maintains the appearance of the village. An application for a grant for everyday running costs will not be considered.

An application to the parish council to provide match funding to support an application to another grant making organisation will be considered.

Weeley Parish Council reserves the right in exceptional circumstances to consider grant applications that do not meet fully the criteria set out in this policy

Successful applicants will be encouraged to provide a report on how the money was spent to the Annual Parish Meeting which usually takes place in the Spring.