

Toft Newton Parish Council

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GRANT MAKING POLICY v001

This policy aims to simplify, and quality assure Toft Newton Parish Council's procedures for 'donation' and 'grant' making.

We make no differentiation between 'Grants' and 'Donations', both of which will most likely come from our Local Government Act 1972, Section 137 funding allocation, and both need to be applied for using the Grant Application Form that supports this policy.

The application process is being formalised to ensure consistent access, openness and fairness to groups and organisations within our parish. This policy will come into force in April 2027 at the start of the new financial year.

Our grants are open to established voluntary or community groups, as well as new or informal groups of parishioners who are or intend by the date of application to become formally constituted.

AIM

To ensure that our grant making activity is:

- Consistent
- Open
- Transparent
- Fair
- Competitive
- Supports local organisations

We will review any grant applications at Parish Council meetings, the dates of which can be found on our website.

Grant applications will need to be with the Parish Council Clerk at least 21 days prior to the Parish Council meeting for consideration at the next meeting.

WHO IS ELIGIBLE TO APPLY?

To be eligible for a grant an organisation must be based in the Toft Newton parish and;

- Be established for charitable, benevolent, social, cultural, recreational or philanthropic purposes.
- Have a constitution, or set of rules, which define its aims, objectives and operational procedures.
- Be able to provide a copy of its latest annual accounts and / or most recent Bank Statement. Accounts must have been audited and signed by a person independent of the Group.
- Have a Bank Account operated by a minimum of at least two joint signatories.

WHAT CAN BE FUNDED?

- The project should be something that makes the local community a better place in which to live, work, play or visit.
- It should benefit people who live in the Parish.
- There must be clear evidence that local people support the project and are involved in carrying it out.
- Help will be given to new or informal groups of people who have come together to undertake new projects and priority will be given to those who are doing something which adds value.
- Each group may only make one application per financial year.

Toft Newton Parish Council support must be acknowledged as appropriate on all publicity, in print and broadcast media, online, on social media as appropriate and on promotional material including posters, advertisements, press releases and leaflets.

Financial support can only be used for the purpose for which the grant is given.

Preference will be given to local groups.

THE FOLLOWING ARE NOT ELIGIBLE:

- Support for individuals or private business projects.
- Projects that are the prime statutory responsibility of other government bodies.
- Projects that simply replace existing facilities with no significant improvement.
- Projects that improve or benefit privately owned land or property.
- Projects that have already been completed or will have been by the time the grant is issued.

HOW WILL DECISIONS BE MADE?

Unfortunately, we will not be able to fund all projects, as there may be more applications than there is money available. However, all applications will be considered carefully.

They will be assessed based on the following criteria:

- General eligibility
- Community Support
- Value for Money
- Environmental impact
- Community Involvement
- Impact on key local need
- Feasibility
- Likely effectiveness

APPLICATION PROCESS

The application process is as straightforward as possible.

Applications should be submitted using the application form which can be downloaded from our website.

The application form and any supporting documents should be submitted by e-mail to the Parish Council Clerk, if your organisation would prefer to apply by post, contact us for the best postal address.

If the grant application is received at least 21 days prior to a Parish Council meeting, Councillors will discuss the grant application at the next meeting. Your organisation will be encouraged to attend the meeting so that you can talk through your application.

The Parish Council Clerk will contact you after the Parish Council meeting to confirm the outcome. If you are awarded a grant, you will need to sign a simple contract.

Organisations that receive a grant of more than £50 will be required to provide a brief report to the Council showing how any funding has been used, together with sight of any supporting paperwork requested.

PRIMACY

Where any conflict exists between this policy and the Government's guidance or legislation on grant funding, the legislation shall have primacy over this policy.

REVIEWS

Toft Newton Parish Council will review this policy as per the schedule below, or sooner if changes to local or national guidance or legislation require a revision to take place sooner.

Previous versions of this policy will be retained on the Zoho WorkDrive and will have a version number appended to their file name.

Approved by Toft Newton Parish Council on:	27 th October 2026
First review due:	May 2029
Then review:	Every three years
