

Grant Awarding Policy and Procedure

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PARISH NETTLEBED COUNCIL

Grant Awarding Policy and Procedure

Introduction to Policy

A grant is any payment or gift made by the Parish Council to an organisation for a specific purpose that will benefit the Parish, or residents of the Parish, and which is not directly controlled or administered by the Parish Council. The law requires that Section 137 grants must be “in the interests of or will directly benefit the area or its inhabitants, or of part of it, or some of it” and “the direct benefit should be commensurate with expenditure”.

To foster and encourage local clubs, groups and organisations within Nettlebed, the Parish Council makes a small budget provision for grant aid to voluntary groups or charitable organisations.

Policy

To qualify for an award the applicant must be able to demonstrate that any funding from the Parish Council will benefit the Parish, or residents of the Parish. Grant applications will be dealt with by the Parish Council. In determining the validity of an application, the Council will refer to the following guidelines:

Applications will be considered for the following purposes (this list is not exhaustive):

1. For the purpose of purchasing equipment either in part or in full
2. For non-profit activities that raise the profile of the area
3. For running costs of a viable group that is experiencing a period of hardship
4. For hosting special events or celebrations for the Village
5. For the provision of recreational facilities.
6. Applications from religious groups are considered where an ongoing benefit to the village can be demonstrated irrespective of their religious beliefs.

Eligibility

1. Any charity, Voluntary Group or Community Organisation
2. Agencies that operate within the Parish and are of benefit to the local community with the following provisos:
 - a. The Parish Council will not fund activities that it considers to be the responsibility of a Statutory Authority
 - b. Applications from schools for activities that takes place within school day will not be considered
 - c. The Parish Council will not fund activities outside its powers and functions.

Grant Application & Decisions

At the Parish Council’s annual budgeting meeting an amount will be set from which grants will be awarded during the following financial year. A decision upon an award will remain for approval by the Parish Council at a meeting.

The Parish Council will usually discuss grant applications on an ad hoc basis. Application requests should be in writing and include the following information (as set out in the Application Form below):

1. Organisation details - name, contact address, telephone number.
2. Reason for application.
3. Value of grant requested.

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4. Whether the grant will be of benefit to the village and who it will benefit.
5. Has other sources of funding been secured or being sought for the project.
6. Terms of Reference or Constitution of the organisation.
7. Annual accounts for the last two years

Organisations will normally be expected to have a separate bank account controlled by more than one signatory. All grants awarded will be subject to regular 'report back' to Nettlebed Parish Council as to progress and/or community benefit.

The Parish Council may make the award of any grant or subsidy subject to such additional conditions and requirements as it considers appropriate. The Parish Council reserves the right to refuse any grant application which it considers to be inappropriate, or against the objectives of the Council.

Successful Applications

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

Organisations receiving grants are required to advise their users/members that the grant or equipment has been received from Nettlebed Parish Council. Where appropriate, the Parish Council may require a notice to be affixed.

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

Grant Application Form

Please complete this form and attach the relevant information and send to:

The Clerk to Nettlebed Parish Council, 11 Springfield Close, Watlington, OX49 5RF

Date of Application	
Name and address of Organisation	
Name and address of the person making this application on behalf of the Organisation	
Your position within Organisation	
Telephone	
Email	
If a Registered Charity, please give Charity Number	
What are the objectives of the Organisation, and do any 'Membership' criteria apply?	
Brief description of project for which you are making this application	
If this application is for a grant of monies, please state how much	
If this application is for the donation of goods purchased by the Parish Council, please describe. Please provide supporting quotations	
What is the total cost of this project?	
How will the grant be of benefit to the village and who will it benefit?	

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Have you applied for, been promised, or received grants/donations from any other sources for this project? If so, who?	
Terms of Reference for Constitution of the organisation.	
Annual accounts for the last two years	
If application is successful Name of Bank Account to receive funds: Sort Code: Account Number:	