

## **Community Grant Policy and Application**

This policy sets out the Parish Councils position and procedure regarding the award of community grants.

**Adopted: 12<sup>th</sup> March 2026**

Minute Ref: 189/26A

**Review Date: March 2027**

## Introduction

Ulleskelf Parish Council sets aside a sum of money each year which can be applied for by local organisations/groups for projects which will be of benefit to residents within Ulleskelf. Groups outside the parish who can demonstrate direct benefit to the inhabitants will also be eligible to apply.

Community grants must benefit some or all inhabitants, not an individual, nor can it be made retrospectively.

This document sets out the Council's policy and procedure for grants and donations with its aim of ensuring that all its award-making activity is open, transparent, fair and supports local organisations.

The Parish Council's awards 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.

## Principles of Community Grants

The Council has a range of legal powers that can be used to award grants.

To ensure that a legitimate grant is awarded, the Parish Clerk will check that the Council is supported by a legal power, prior to the Council making a decision.

The Council can also award a grant under section 137 of the Local Government Act 1972 which gives the power to 'incur expenditure for purposes not otherwise authorised'. Any award under this power must show that expenditure versus benefit is balanced. There is a limit that a Parish Council can spend which is set by the Dept for Communities & Local Government. The limit for 2025-26 will be £11.10 per elector.

## What can be funded?

- A project/service which makes Ulleskelf a better place in which to live, work or visit.
- It should benefit people that live within the Parish.
- There must be clear evidence to show that local people support the project/service and are involved in carrying it out.
- Funding for a new project, developing a new group or local forum.
- Funding for capital items that will help your organisation e.g., equipment.
- Events, training and/or capacity building.

## Who is eligible to apply?

To be eligible of the award of a community grant an organisation must:

- Be a community, voluntary or charitable organisation that works with the local community or specific groups.
- Have a constitution or set of rules which defines its aims, objectives and operational procedures.
- Be able to supply a copy of its latest annual accounts and demonstrate that they are checked and signed by an independent person.
- Have a bank account operated by a minimum of two joint signatories.
- Show evidence that the service you provide is needed by the community and has community support.
- Provide written quotations for capital items and works over £500.
- Have an adopted equal opportunities policy or statement.
- Where applicable, have an appropriate safeguarding policy or statement.

## What/Who is not eligible?

- Awards for individuals or private businesses.
- Organisations who wish to pass on money to other individuals or groups.

- Any expenditure incurred or committed before we confirm a successful grant award.
- Projects which are the prime responsibility of other government bodies.
- Repairs and maintenance of religious buildings
- National organisations not based or connected locally.
- Loans or interest payments
- Projects which improve or benefit privately owned land or property.
- Schools will not be grant aided for activities that take place during the school day unless, in the opinion of Ulleskelf Parish Council, their application is for the benefit of the wider community.

#### Examples of some activities that can attract grants:

- Sports, recreational & play activity
- Performing arts (theatre, music etc)
- Visual arts (painting, sculpture etc)
- Media, film and video
- Museums
- Literature
- Architecture, landscape and parks
- Combined arts and festivals
- Sponsorship
- The value dimension of culture such as shared identity, memories & experiences and what people consider valuable to pass on to future generations.

#### Conditions

- Grants will not be awarded to individuals.
- Awards must only be used for the purpose outlined in the application. If the monies are not spent on the items agreed, they must be returned.
- All grants must be properly accounted for, and evidence of expenditure should be supplied, as requested.
- To fully understand your application, councillors may wish to conduct a site visit.
- Awards cannot be added wholly or partly to your reserves.
- A lower award may be offered if there are insufficient budgets to meet the whole application.
- If your project costs more than you anticipated, any shortfall must be met by you.
- The Council will only provide one grant per group/organisation in each financial year unless clear, exceptional circumstances are demonstrated.
- A successful grant award does not guarantee or imply any future funding awards but are not excluded from applying again.
- Where requested, grants will only be paid following receipt of appropriate invoices.
- A new application will be required for every grant award.
- Although personal and sensitive details will be redacted, please note that the application will become a public document when considered by the Committee/Council.
- A grant completion form must be completed at the end of your project, if requested.
- Groups will be expected to contribute some of their own funds to the project although a set percentage has not been agreed. However, where possible a group will be expected to make some contribution from its own funds.
- Where partnership funding is being sourced outside the parish, the council would wish to see that such funding has been secured prior to awarding a grant.

All applications will be considered with regard to financial stability of the groups and judged on their own merits; particular attention will be given to the group clearly demonstrating the need for the project.

Support is available for your application with regards to setting up new policies. Please contact us.

### When to apply

Ulleskelf Parish Council considers applications twice a year at the June and December Council meetings. All applications should be sent to the Parish Clerk at least 7 days in advance of the meeting. Council meetings take place on the second Thursday of each month. Only applications received by that date will be considered.

Awards will not exceed the agreed annual budget unless the Parish Council agrees to make an award under exceptional circumstances.

The June round will make funds available by the end of September and the December round by the end of April.

Any applications outside these timescales will be at the Councils discretion.

### How will decisions be made?

- All applications will be considered at the June or December meeting, held on the second Thursday of the month.
- All applications will be considered carefully.
- Due account will be taken of the extent to which funding has been sought or secured from other sources, the applicants own fund-raising activities and of year end balances.
- The council may also consider the number of direct Ulleskelf beneficiaries.

ULLESKELF  
PARISH  
COUNCIL

**Parish Grant Scheme**

**Application form**

Name of group:	
Main group contact: (full name and title)	
Position in group	
Address	
Telephone	
E-mail	
Provide a detailed description of the project and who will benefit from it	
Say how you know there is a need for your project	
What are the full costs of the project (including VAT if applicable)	
Where is other funding from the project to come from? (Tell us the funder and the amount you expect from them)	Funder ..... £..... Funder ..... £..... Funder ..... £..... Funder ..... £.....
Please tell us the stage at which your other applications are at, i.e. just applied,	

awaiting outcome of application or funding confirmed.	
What contribution to these costs would you like from the parish council?	£ .....
Is this contribution for a specific element of the project?	
What is the structure of your organisation?	Informal group <input type="checkbox"/> Registered charity <input type="checkbox"/> Other <input type="checkbox"/> Please give details below  .....

Supporting information checklist

Where relevant please ensure that the following documents are submitted with your application (accounts and bank statements must always be submitted).

	Tick to confirm enclosure
Group constitution or set of rules	
Copy of the most recent/audited accounts	
Evidence of planning permission (if necessary)	
Quotes for capital items and works over £500	
Three most recent bank account statements	
Twelve-month forward plan: activities and finance (applications £5,000 and under)	
Business plan for the next three years (applications over £5,000)	

Please return to:

Parish Clerk, [clerk@ulleskelfparishcouncil.gov.uk](mailto:clerk@ulleskelfparishcouncil.gov.uk)

## Terms and Conditions

- The Parish Councils decision is final.
- A signed agreement form will be required, prior to release of the funds.
- Grants must be used for the purpose for which they are awarded.
- Grants must be spent within 6 months of the date of the award. (This period may be extended to 12 months with prior agreement of the Parish Council).
- The contribution of Ulleskelf Parish Council must be acknowledged in all publicity for the project/event/equipment for which the grant was awarded.
- Successful applicants must agree to Ulleskelf Parish Council monitoring the use of the award and must provide a report outlining how the funding was spent upon its completion, if requested.
- Successful applicants must return the Grant Completion Form at the end of their project which includes the requested evidence of expenditure, if requested.
- The organisation must be open and accessible. If it does not already have an equal opportunities policy, it must agree to adopt & implement one.
- The organisation must meet statutory health and safety requirements relating to the use of premises, provision of services and employment of staff where applicable.
- The organisation must ensure that all necessary permits and licences have been obtained for any event or project funded by the grant, and that the event or project complies with all relevant regulations.
- The Council can reclaim the grant in part or in full if:
  - The organisation ceases to operate or exist within twelve months of the grant being spent;
  - The grant is used for any purpose other than that agreed without prior permission;
  - Any changes within the organisation or its activities occur within twelve months of the grant being spent, which would make the organisation ineligible under the awards criteria;
  - The organisation breaches any of these terms and conditions, including the requirement to submit monitoring information and evidence of expenditure when requested to do so.