



Cromhall Parish Council

Grants Policy

Version	Adopted date	Minute ref:	Key changes:	Review due
2.1	26/03/24	2024/03/10.3	Move to quarterly decisions on grant awards. Reworking for clarity.	March 2025

Introduction

This policy sets out what information will be requested under the Grants Scheme and how the decision on grant awards will be made.

Grants will be considered on a quarterly basis, usually at the council meetings in April, July, October and January. If the allocated funds for grants are used up earlier in the financial year, the council may choose to close the scheme for the remainder of the financial year.

Grants can only be awarded where there is a legal power for the council to spend the money; for many community grants, this means using the Local Government Act 1972 section 137, which requires that the benefit to residents is proportionate to the money spent.

The information requested in the Grants Scheme application form helps the council to decide whether this condition has been met.

Aims of the Grants Scheme

Cromhall Parish Council has a small Grants Scheme, for the award of grants to the community. The aim is to support and promote an active community in Cromhall by providing financial support for community organisations working for the benefit of Cromhall parishioners and improving the range of services and activities in the parish.

Terms and conditions of grant awards

1. Applications must be made on the attached form.
2. The amount of any award will be at the Council's discretion and the council reserves the right to refuse applications or to award a lower amount than that requested.
3. All applications will be considered on their merits.
4. Grant applications may be considered outside of the above quarterly schedule, under special circumstances and at the complete discretion of the Council.
5. The application must be from a recognisable community group or organisation. Awards cannot be made to individuals.
6. The grant must be for the benefit of residents in Cromhall Parish. Where the group or organisation is from outside the parish, the grant should be in proportion to the benefit received by parish residents.
7. A list of other sources of finance being sought should be provided.
8. The amount must be within the agreed Council budget and the Council must have the legal power to use its money for this purpose.



9. The grant must be used to promote group activities within Cromhall and/or provide a service to residents of Cromhall.
10. The grant funding must still be required for the same purpose as the application at the time of payment. If the grant is used for any other purpose than that which it is awarded for, without permission of the Parish Council, the grant becomes immediately repayable.

Application process

Application forms are available from the clerk clerk@cromhallpc.org.uk or on our website www.cromhallpc.org.uk. Hard copy forms can be provided if required.

Grants will be considered on a quarterly basis, usually at the council meetings in April, July, October and January. Councillors will consider the following points:

- Is the grant proportionate to the benefit to Cromhall residents?
- Are the costs realistic?
- What efforts have been made to raise funds elsewhere?
- Will the grant be used effectively?

Award of grant and follow up

Grant awards will be paid as soon as possible after the meeting at which they are approved. Payment will normally be made by bank transfer. Payments must be made to a group or organisation bank account, not to a personal/individual's account.

If the grant request is to fund specific purchase of goods or services, the council may choose instead to make the purchase itself and donate the goods/services to the group in question. This would be discussed with the applicant before the final decision is made.

Grant recipients may be asked to attend a future council meeting or the annual Parish Assembly to report on how the grant has been spent.

Policy review

This policy will be reviewed at least every four years.



CROMHALL PARISH COUNCIL APPLICATION FOR GRANT FUNDING

Name of organisation:

Contact name:

Address:

Contact phone no.:

E-mail address:

Purpose of grant? Please describe how you will spend the grant

How many people use this service or will take part in this activity?

How many of these are resident in Cromhall Parish Council area?

How much money is needed? Please tell us the total cost of the project and the amount you are requesting from the Parish Council grant scheme.

How much have you raised for this project or item so far?

Financial information:

Total income for the organisation in the previous financial year:

Total expenditure for the organisation in the previous financial year:

Total reserves held by the organisation at the end of the previous financial year:

Bank account to receive payment:

Account name:

Sort code:

Account number:

The council may request a copy of a bank statement or other relevant paperwork to confirm the above details.

*Please return the completed form to Emma Pattullo, Clerk/RFO, Cromhall Parish Council.
clerk@cromhallpc.org.uk / (01454) 837271. Please contact for mailing address if required.*