



## 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”. Similar considerations will apply when considering applications for other grants.

### Policy

The parish council awards grants, at its absolute discretion, to organisations which can demonstrate a clear need for financial support to achieve an objective which is in line with the strategic plan and will benefit the parish by at least one of the following:

- Providing a service,
- Enhancing the quality of life,
- Improving the built or natural environment,
- Promoting the parish of Locking.

The parish council will not normally award grants to:

- Private individuals,
- Commercial organisations,
- Purposes for which there is a statutory duty upon other local or central government departments to fund or provide to “upward funders”. (ie. local groups where funding is redistributed by a remote HQ),
- Political parties,
- Religious organisations, unless for a purpose which does not discriminate on grounds of belief.

One application for a grant will normally be considered from an organisation in any one financial year.

The parish council will not make ongoing commitments to award grants in future years. A fresh application will be required each year. This will be at the discretion of the council.

Grants will not be made retrospectively.

### Application Procedure

Organisations requesting financial assistance are required to submit the following:

- A completed application form (see below),
- A short summary of the organisation’s financial position, including any reserves,
- The number, or percentage, of members that belong to the organisation, or that use the organisation’s facilities, and that live within Locking parish,
- Details of any restrictions placed on who can use/access their services,
- Confirmation (on the application form) that it will comply with the parish council’s Equality & Diversity Policy ([available on LPC website](#)), or give details of their policy.

Organisations will normally be expected to have clear written aims and objectives, a written constitution, and a separate bank account controlled by more than one signatory.

For a specific project, or purchase, funds will normally be released on completion/purchase, or a milestone as agreed with the parish council.

All organisations awarded a grant will be expected to report back to Locking Parish Council (LPC) regarding progress and/or community benefit.

### **Assessment Procedure**

At LPC's annual budgeting meeting an amount will be set from which grants will be awarded during the following financial year. Once the grants budget is exhausted, the parish council will only consider emergency requests for assistance, and generally only from organisations with which it has close links.

Once received in writing/electronically, a grant request will normally be considered at the next meeting of the parish council.

Each application will be assessed on its own merits. However, to ensure as fair a distribution as possible of available funds, the parish council will consider the amount and frequency of any previous awards, and the geographical spread within the parish. Due account will also be taken of the extent to which funding has been secured from other sources, including fund raising activities.

LPC may make the award of any grant 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.

Nothing contained herein shall prevent the parish council from exercising its existing power in respect of providing financial assistance or grants to local or national organisations under the provisions of the Local Government Act 1972, Section 137.

### **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.

Organisations receiving grants are required to advise their users/members that the grant or equipment has been supported by Locking Parish Council.

Where equipment is gifted to an organisation, the parish council requires that it be insured and maintained at the expense of that organisation.



# Locking Parish Council

☎ 01934 820786

✉ [clerk@lockingparishcouncil.gov.uk](mailto:clerk@lockingparishcouncil.gov.uk)

📍 The Parish Hall, Grenville Avenue,  
Locking, North Somerset BS24 8AR

## Grant Application Form

Please complete this form and attach the relevant information and email to [clerk@Lockingparishcouncil.gov.uk](mailto:clerk@Lockingparishcouncil.gov.uk) or post to the above address

Name of organisation:	
Contact details, including telephone and email:	
Position within organisation:	
Is your organisation a registered charity? If so, what is the charity number?	
Please provide details of the project for which funds are required and how the project will benefit the parish.	
Total cost of project:	
Amount requested from Locking Parish Council:	
Have any funds been requested/agreed from other sources?	
Please confirm that you will comply with the LPC equality & diversity policy, or have your own policy	

Signed: .....

Date: .....