

Waltham Parish Council

EST. 1894

<https://waltham-pc.gov.uk>

<https://clerk@waltham-pc.gov.uk>

GRANT AWARDING POLICY

Version 4.0

Approved: 1st of July 2025

1. Introduction to Policy

1.1 A grant is a payment made by the Council to be used by an organisation for a specific purpose that will benefit the Parish, or residents of the Parish, and which is not directly or jointly controlled or administered by the Council. The Council awards grants, at its discretion, to organisations which can demonstrate a clear need for financial support to benefit the Parish by:

- Providing a service.
- Enhancing the quality of life.
- Improving recreation and/or sports facilities.
- Improving the environment.
- Promoting the Parish of Waltham in a positive way.

1.2 Section 137 of the Local Government Act 1972 empowers local councils to make such grants to voluntary bodies and charities, where no specific grant making power exists in other legislation and where, in the council's opinion, the grant will benefit any part of its area or any of its inhabitants.

2.0 The Grant Application Process

2.1 The Parish Clerk will receive all applications in the first instance and will then collate the necessary information from the applicant ready for presentation and discussion at the appropriate Council meeting.

2.2 Applicants will be required to complete an application form, available from the Parish Clerk or from the parish council website. All questions on the application form should be fully answered and additional appropriate information, which supports an application, should be provided.

2.3 In addition to the application form, organisations will need to provide the following supporting information:

- A copy of their written constitution or details of their aims and purpose,
- full details of the project or activity which the grant is for,
- An explanation of how the grant will be of benefit to the local community within the Parish,
- The proportion or number of beneficiaries living in the electoral area,
- A demonstration of a clear need for the funding,
- A copy of the previous year's examined accounts or, for new initiatives, a detailed budget and business plan.
- Evidence of alternative fund-raising activities.

2.4 The Council will expect to receive in writing to the Clerk any submission of a grant application by 31st of October the financial year prior to the funds being required in order that budget provision can be considered.

2.5 The Council will be notified of all applications received and will review all valid grant applications. Council will make the final decision on which grants to award at the time of its budget setting meeting. All applicants will be contacted following the Council's decision.

2.6 Funds available are limited and guidance can be given to applicants by the Clerk where required, although this is for guidance purposes only and is not an indication of support or of the actual funds available.

3.0 Conditions of Funding

3.1 The applicant organisation must be either be a not-profit or charitable organisation or operate in this spirit in the interests of the local community.

3.2 Grants will not be made to projects that discriminate on any grounds.

3.3 Grants will not be made to individuals.

3.4 Grants will not be made retrospectively.

3.5 An organisation should have a bank account in its own name. Payment will be made to the named organisation.

3.6 The administration of and accounting for any grant shall be the responsibility of the recipient.

3.7 All awards must be properly accounted for and evidence of expenditure should be supplied to the Council where requested. Where a grant awarded exceeds £2,000 a report must be provided to the council within twelve months of the date of the grant. This may take the form of an annual report or set of accounts which clearly identify the manner of spending. This written report has to be deposited with the Parish Clerk. Applicants should be aware that this becomes a document which members of the public have the right to inspect under provisions of s.228 of the Local Government Act 1972. The council may extend the reporting condition to other grant recipients as part of the awarding process.

3.8 A public acknowledgement of any grant awarded should be made by the recipient.

3.9 Only one application for a grant will be considered from each applicant in any one financial year.

3.10 An ongoing commitment to award a grant in future years will not be made. A fresh application will be required each year.

3.11 Each application will be assessed on its own merits.

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

3.13 Any grant must only be used for the purpose for which it was awarded unless the written approval of the Council has been obtained for a change in use of the grant monies. Any unspent portion of the grant Should be returned to the Council by the end of the financial year in which it

was awarded except where, by agreement of the Council, the monies may be carried over to the following financial year.

3.14 The Council may make the award of any grant as it considers appropriate in the event of any unforeseen urgent event.

3.15 Nothing contained herein shall prevent the Council from exercising, at any time, its existing duty or power in respect of providing financial assistance under the provisions of the Local Government Act 1972, Section 137.

4. Financial support to Local Organisations

4.1 In addition to grant payments, the council may contribute payments for longstanding partnership arrangements which are not directly controlled or administered by the Council. These partnership arrangements are reviewed by council on an annual basis.

4.2 The annual review will include a statement from the applicant giving details of receipts and payments for the previous financial year clearly identifying those areas of funding supported by the Parish Council or other organisations.

4.3 In applications where there may be divisive opinion or a significant financial impact the Council reserves the right to consult with parishioners before reaching a decision.

4.3 Current partnership arrangements are listed in Table 1.

Table 1

Organisation	Purpose	Discretionary Power
Waltham Parochial Church Council	Power to fund works to property relating to affairs of the Church or held for an ecclesiastical Charity.	Local Authorities Cemeteries Order 1977 Open Spaces Act 1906 s.15. Levelling-up and Regeneration Act (2023) s.82 NB Churchyard maintenance only
Waltham Village Hall Management Committee	Contribution towards the expenses of providing a village hall	Local Government Act 1972 s.133
Waltham Sports and Recreation Association	Contribution to a wide range of recreational facilities in or outside the council's area.	Local Government (Miscellaneous Provisions) Act 1976 s.19 Canterbury City Council Concurrent Functions Funding (CFF) agreement.

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Grant Application Form

Please indicate what type of funding you are seeking

- Revenue Grant, payable in the year following application, for running costs ☐
- Capital Grant payable in the year following the application, for small projects ☐
- Urgent request for funding - initially considered by Council upon receipt ☐

Name of Group / Organisation:

Main Contact Name:

Contact address:

Contact Details:

Email address:	Telephone number:
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Are you a newly formed group? (less than 1 year). Yes ☐ No ☐

How long has your group been operating?

Do you have a voluntary management committee / steering group? Yes ☐ No ☐

Are you a registered charity? Yes ☐ No ☐

If yes, please include your Charity Number

Charity Number:

Does your group have a formal constitution? Yes ☐ No ☐
☐ ☐

Does your group have an annual record of accounts?

Yes

No

(If yes, Please attach a copy of your most recent accounts or latest bank statement and balance sheet to your application)

Have you applied for a grant from Waltham Parish Council before?

Yes

☐

No

☐

Please describe your group's main activities:

How much are you applying for?

What is the grant for?

Who in Waltham will benefit from it?

Number of people:

How will Waltham benefit from it?

Have you applied for any other sources of funding?

☐☐

If yes please provide details:

Please provide a full breakdown of the project costs and how they will be funded:

If successful, your grant will be paid by BACS payment, please provide the sort code and account number for the bank account you would like payment transferred to:

Account Name:

Sort Code:

Account Number:

Please read the following important terms and conditions carefully. By signing this form, you are confirming that:

- You are an official representative of your group and are authorised to apply for funding on their behalf.
- Your details can be held by Waltham Parish Council in accordance with the Data Protection Act to administer the grants process.
- You have read and understood the council's Grant Policy,
- The information provided in this application is a fair and accurate description of your group and the project for which you are seeking funding. Misleading or inaccurate information may result in your application being rejected. Late application or failure to complete any section of the application form may result in your application being delayed or rejected.

Signed on behalf of applicant:

Date: