

Grants Policy

1. Introduction

A grant is any payment 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.

2. Power to Award Grants

Reedham Parish Council has adopted the General Power of Competence and is able to award grants on this basis.

3. Budgeting for Grants

The Council will set aside funds for the purpose of awarding grants when setting its annual precept. Where regular requests may be anticipated, the Council should also allow for unexpected requests by reserving funds for unforeseen grant requests.

4. Terms of Reference

Reedham Parish Council will consider applications for grants from voluntary groups, community groups, and charitable organisations.

All grant applications must be able to demonstrate that their purpose will benefit the Parish or residents of the Parish.

Grant applications will only be considered by the Full Council.

Grants will be considered at any time of year.

5. Conditions

- Only one application from any group or organisation may be considered in any 12 month period.
- The Parish Council will not fund 100% of costs, matched funding is usually required. However, the Council reserves the right to award funding in the ratio it resolves to do so.
- The award must be used for the purpose for which the application was made.
- If the group is unable to use the award for the stated purpose, all monies must be returned to the Council.
- Evidence of expenditure will be required after 6 months. The Parish Council will request a refund of monies spent if not satisfied with the evidence provided.
- Any unspent grant must be returned to the Parish Council within 6 months of the grant being awarded unless an extension is requested.
- Donations to Charities in response to a general fundraising appeal will not normally be considered.

6. Exemptions

The Parish Council will not award grants to:

- Private individuals
- Commercial organisations
- Community organisations where there is a statutory duty upon other local or central government departments to fund.
- Any school activity which takes place within the school day.
- Activities outside its powers and functions.

7. Additional Information

Ongoing commitments to award grants in future years will not be made. A new application will be required each year.

Grants will not be made retrospectively.

The organisation must have a bank account as payments cannot be made to individuals

8. Application Process

Grant applications should be submitted on a Grant Application Form available on the website

<https://reedhamparishcouncil.gov.uk> or from the Reedham Parish Clerk by email

clerk@reedhamparishcouncil.gov.uk. The application will be acknowledged within 10 working days.

The application will go forward to the next Full Council meeting to be considered by councillors, a resolution will be passed to:

- i) Approve the request, *or*
- ii) Refuse the request, or
- iii) Reduce the amount requested and approve the reduction; *or*
- iv) Request additional information.

Where additional information has been requested the application will be reconsidered at the next Full Council meeting after the additional information has been submitted.

The applicant will be informed in writing (by email) of the decision no later than 10 working days following the meeting.

Adopted: 4th November 2024

Reviewed: March 2026

Review Period: Bi-Annually

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