



**ST CUTHBERT (OUT) PARISH COUNCIL**  
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## **GENERAL GRANT POLICY**

*Adopted by SCOPC: 1 April 2017*

*Last Review Date: 14 March 2018, 27 March 2019 (F&S Committee reviewed), 5 June 2019 (Full Council approved), 19 August 2020 (F&S Committee reviewed), 16 September 2020 (Full Council reaffirmed), 25 August 2021 (F&S Committee reviewed), 13 September 2021 (Full Council approved), 24 August 2022 (Finance & Scrutiny Committee reviewed), 12 September 2022 (Full Council approved; 16 August 2023 (Finance & Scrutiny Committee reviewed); 11 September 2023 (Full Council approval); 08 January 2024 (Full Council approval).*

*Next Review Date: September 2028*

### **What is a grant and who is it for?**

A grant is any payment made by the Council to be used by an organisation to enhance the life or community of the Parish for a specific purpose which is not directly controlled or administered by the Council.

The Council has an annual budget for the award of grants with the intention of improving the range of services and activities to the community. A grant can provide financial support for community organisations working for the benefit of residents. A grant can be awarded to a Parish organisation for an item/items of capital or other non-recurring expenditure or in support of its running (revenue) costs or for a specific project.

The Council can only award grants by using certain powers under Section 137 of the Local Government Act 1972. This allows the Council to award grants to community organisations, schools and other local groups and is a power specific to the activity for which the grant is sought. In other cases, a grant may be awarded where the Council feels that this will benefit some or all of its residents or some or all of the Parish.

Applications will only be accepted from voluntary, charitable and/or non-profit-taking and community organisations. The applying organisation should ideally be a constituted group (but less formal groups will also be considered). The organisation/group should be wholly based in the Parish or be able to clearly demonstrate that it will provide a direct benefit to the residents of the Parish.

### **Who cannot apply for a grant?**

In carrying out its functions as a public authority, the Council seeks to comply with the provisions of the Equality Act 2010 with the intention to be an effective Equal Opportunities organisation. The Parish Council is subject to Part 3 of the Equality Act 2010 and as outlined in Section 149, has a Public Sector

Equality Duty to eliminate discrimination, advance equality and foster good relations between different people when carrying out our activities.

The Council is prevented by statute from giving financial assistance to individuals, charities operating overseas or to help persons outside of the UK; organisations intending to support or oppose any particular political party, or to discriminate on the grounds of race, age, gender, sexuality, disability or religion; organisations or business operated as a business or to make profit; health or welfare organisations whose services should be provided by statutory funding; 'upwards funders' eg. local groups whose fund raising is sent to their central headquarters for redistribution or donated to other organisations; national or international organisations or local groups with access to national or international 'umbrella' or 'parent' organisations, unless funds are not available from their national/international bodies, or the funds available are inadequate for a specified project.

### **Applying for a grant**

Grants may be applied for quarterly. Whilst there is no upper limit, the Council as a public authority, will award grants according to its budget. The Council reserves the right to reject applications which it considers to be inappropriate or against the objectives of the Council. The Council may award less than the amount requested. Any previous grant made will be taken into account when considering a new application. Grants will not normally be awarded retrospectively, for costs incurred but a concession may be made in an exceptional circumstance.

When applying for a grant, an organisation must complete a Grant Application form and a Grant Applicant Bank Details form. A written constitution that has been formally adopted by the members of that organisation (or a similar document of agreement between individuals where their association is less formal) may be requested. The organisation must be able to demonstrate that it is properly managed and able to run its affairs responsibly.

A Grant Application form and Grant Applicant Bank Details form can be obtained in several ways:

- Online: visit the Council's website [www.stcuthbertout-pc.gov.uk](http://www.stcuthbertout-pc.gov.uk)
- By post: write to The Parish Clerk, St Cuthbert (Out) Parish Council, c/o Somerset Council, Cannards Grave Road, Shepton Mallet, Somerset BA4 5BT
- By email: write to [parishclerk@stcuthbertout-pc.gov.uk](mailto:parishclerk@stcuthbertout-pc.gov.uk)
- By phone: call the Parish Clerk on 07496 198032

### **What happens when your application has been received by the council?**

On receipt, your application will be acknowledged. The application will be considered at the next Finance & Scrutiny Committee where applicants will be invited to make a brief presentation. The Committee reserves the right to reflect the need in some circumstances, to request three quotes on applications over £500. If the application is more than £1,000, the Committee's recommendation will be presented to the next Full Council for approval.

If your application is for an emergency grant, the relevant sections should be completed on the application form, including the reason for the 'emergency'. The application will be presented to the first Full Council or Finance and Scrutiny Committee in the schedule of meetings (if the application is for over £1000, the matter will go to the closest Full Council regardless). Any application for an 'emergency' grant must be within the existing Council policy.

As soon as is practical after either the Committee or Full Council meeting, the Clerk will advise whether the grant application has been successful and will arrange payment of the grant. The grant will be made payable to the organisation's bank account and not to any individual. Any cheque issued for a

grant must be cashed by the end of the Financial Year in which it is issued (ie. 31 March); no grant award may be carried over to the next financial year. A Grant Receipt Acknowledgement form will be sent to the applicant with payment of the grant and this should be completed and returned without delay.

The Council reserves the right to reference the grant application in Agendas and Minutes. The Council requires grant recipients to feedback to the Council on how the grant has benefitted the Parish. The Council reserves the right to reclaim the grant in the event of it not being used for the purpose specified on the Grant Application form.