CAPEL PARISH COUNCIL

Grants Policy

How the Council decides requests for financial support

Status	Final	**Policy owner**	Parish Clerk
Adopted	November 2026	**Minute reference**	Item 18, 16/11/2026
Last reviewed	November 2026	**Next review**	November 2027
Review cycle	Annual	**Applies to**	Council, committees, staff and members

1. Purpose

This policy makes sure grants of public money are fair, lawful, consistent and well documented, so that decisions can withstand challenge. It is referred to in the Financial Regulations (section 1.7). Grants are paid under a specific legal power, or the General Power of Competence where the Council is eligible, and the power is stated in the minute.

2. Who can apply

Local community groups, charities and not-for-profit organisations that benefit residents of the parish. The Council does not normally fund: political parties or campaigns; activities that are mainly religious worship; individuals; the normal running costs of a body that has other income; or work already completed.

3. How to apply

Complete the Council's application form in Appendix 1 or available on its website, with: the group's constitution or purpose; most recent accounts; the project, cost and amount requested; benefit to the parish; other funding; and the organisation's safeguarding and insurance arrangements where relevant. The Clerk acknowledges applications and checks they are complete.

4. Timetable and decision

- Applications are considered at the next meeting of the Finance committee and recommendations are made to the following Full Council committee meeting.
- The Clerk gives the Council a short summary; the Council decides in public by resolution, recording the legal power and reasons. Councillors with an interest in an applicant declare it and follow the Code of Conduct.
- Grants over £750 need a Council decision (Financial Regulations 1.7). Grants of £750 or less are delegated to the Clerk in consultation with the Chair.

5. Conditions and payment

- The Council will say in writing what the grant is for, any conditions, and when the money must be spent or returned.
- Payment is by BACS after the decision, and normally against evidence of cost for larger amounts.
- Recipients provide a short report or receipts within 6 months and acknowledge the Council's support.

- Unspent or misused grant funds must be returned.

6. Transparency

Decisions and amounts are published in the minutes and on the website. Personal data in applications is handled under the Privacy Notice.

Appendix 1: Grant Claim Form

This form should be completed and submitted to the clerk together with a copy of your last audited accounts or financial statement.

1	Name of Applicant Organisation	
2	Year of formation	
3	Objectives	
4	Current membership	
5	Person responsible	
6	Address	
7	Daytime telephone number	
8	Email address	
9	Describe the purpose for which Grant Aid is sought:	
10	Total anticipated cost of the project and how this will be achieved	
11	Amount of Grant requested	
12	If you have applied to any other source for financial assistance, please give details	

I hereby certify that to the best of my knowledge and belief the above information is correct.

Date: …….. Signed: ……..