GRINDON & THORPE THEWLES PARISH COUNCIL

GRANTS AND DONATIONS POLICY

a. Scope

b. For the purposes of this policy donations and grants differ only in that a donation is given without the need to be specific about how it is used whereas a grant must be spent specifically for the purpose agreed. For example, a donation may be given to a village hall towards the general running costs without being specific about what it is spent on, whereas a grant would be given towards the cost of specific project such as installation of a new security system. The parish council's aim is to ensure that all our award-making activity is:

- open
- transparent
- fair
- competitive
- supports local organisations.

Our awards are open to established voluntary or community groups, as well as new or informal groups of parishioners who are, or intend by the date of application to become, formally constituted.

c. The Parish Council (the Council) may receive requests for grants and donations from a variety of organisations and aim of this policy is to encourage and support activities and projects which benefit residents.

d. Section 137 of the Local Government Act 1972 places restrictions on Parish Councils when it comes to making grants to other organisations or bodies.

e. One of those restrictions (paragraph 1of Section 137) requires that such expenditure:

- ***"…..is in the interests of, and will bring direct benefit to, their area or any part of it or all or some of its inhabitants…."***

f. The normal use to which this power is applied by local Councils is to provide funding to local organisations, e.g. Pre-School Groups, Scout Groups, Senior Citizens Groups etc. but clearly, one of the most important restrictions (as emphasised above) is that a grant cannot be made to an individual, no matter for what use or how good a cause that use may be (e.g. sponsorship for studying exchanges).

g. Section 137 restricts the amount a parish council may use for such activities to an amount per elector within the parish, as designated each year by Government.

h. Any grants made available under Section 137 are funded directly from the Parish Precept.

i. Occasionally, the Parish Council may receive funding from a developer 'for community benefit' – this may, or may not, include the giving of donations or grants, but in each case, this will be specified by the donor, not the Parish Council.

j. The council will award grants and donations, at its discretion, to community organisations and activities which contribute constructively to the life and well being of some or all of the residents within the parish. For example:

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

Policy

1. The Parish Council will consider applications for grants from not-for-profit community organisations/groups or charitable organisations based either in the parish, or who can demonstrate that the funding will substantially benefit residents of the parish.

2. Each year the parish council will agree an annual budget for the award of grants as part of its annual budget setting process.

3. The council may increase the budget provision for the award of grants/donations should its funding position change during any year.

4. To qualify for an award the applicant must be able to demonstrate:
   - That there is a need for the activity or project to be funded
   - That funding will benefit the parish or residents of the parish
   - That it does not discriminate on grounds of racial origin, gender, disability, age (except for obvious reasons, such as becoming a member of a youth club), sexuality, and political or religious persuasion or belief/non-belief or any protected characteristic.

5. The council will not fund:
   - Private Individuals.
   - Political Parties.
   - Religious organisations, unless a clear benefit to the community can be demonstrated, irrespective of religious beliefs.
   - National organisations except where it can be demonstrated that the funding will substantially benefit residents of the parish.
   - Purposes for which there is a statutory duty upon other local or central government departments to fund or provide.
   - Applications exceeding the maximum individual grant award determined each year, except where it can be clearly demonstrated that additional funds are essential, and the benefits are proportionate with the additional expenditure.
   - Retrospective applications.

Grant application and award process

i. A guidance note has been prepared to assist applicants (Appendix D).

ii. Application forms are obtainable from the Parish Clerk.

iii. On receipt, the Parish Clerk will review the application and supporting information and follow up any queries or obvious omissions with the applicant.

iv. If the demand for funding exceeds the budget available, eligible applications will then be initially prioritised for funding by the Parish Clerk in consultation with Parish Councillors. Priority will be given to those applications which contribute the most to any documented council priorities and /or which demonstrate the greatest need and benefits for the parish and /or its residents.

v. All eligible applications will then be considered by the full council, together with any recommendations made by the Parish Clerk, to agree which activities or projects to fund.

vi. Where a Parish Councillor is a member of a group /organisation applying for funding that Councillor must consider whether in accordance with the Code of Conduct, it is necessary for them to declare on interest in the matter. Advice may be sought from the Clerk or Monitoring Officer of Stockton-on-Tees Borough Council if required.

vii. Where additional information is considered necessary to fully consider or prioritise an application, applicants will be invited to meet with full Council to further discuss the application prior to a decision being made.

viii. All applicants will be notified in writing of the outcome of council funding decisions.

ix. All awards will be subject to the applicant accepting grant terms and conditions as set out in Appendix C.

x. The council reserves the right to make an award of any grant subject to additional conditions and requirements as it considers appropriate.

xi. The council's decision on any application is final and there is no right to appeal.

xii. The council reserves the right to decline any application which it considers inappropriate or against the objectives of the council without giving reasons for its decision.

xiii. The council will not commit to any continuing expenditure beyond the financial year in which the award was made.

xiv. Any application for funding must be made using the application form attached at Appendix A.

xv. Nothing in this policy prevents the council from providing a grant/donation to a group or organisation or project without application where the council considers that the giving of such a grant/donation will bring benefits to the parish or its residents, e.g. in the event of an unforeseen emergency event.

Adopted: November 2022

Last Updated: April 2026

GRINDON & THORPE THEWLES PARISH COUNCIL **Appendix A**
GRANTS AND DONATION POLICY – APPLICATION FORM

This application form relates to projects to be considered for funding from the Parish Council Budget. Please read the enclosed grant conditions and guidance note before completing your application (Appendix D). The completed application together with the necessary supporting documentation should be returned to Parish Clerk no later than 30th November. Please complete all sections in black ink or electronically. If handwritten, continue on additional sheets as necessary.

1.Your Organisation	
Name of Organisation	
Contact Name	
Position in Organisation	
Address for Correspondence	
Tel No.	
Email Address	
2. Details of Organisation	
Type e.g. voluntary not-for-profit, registered charity	
Brief description of your organisation's aims Outline how the organisation benefits the parish	
Do you have a constitution or other document that provides more details about your organisation? If yes, please submit a copy in support of your application	
How long has the organisation been in existence?	
What are the governance arrangements	

3. Your Activities	
Please give a summary of the activities of your organisation during the last year. If you are a new organisation, please outline the type of activities you wish to undertake.	
4. Your Project	
Please give details of the project, activity or service to which this application relates Why is it needed, when will it start and end	
What is the total cost of the project and how will it be funded in total?	
How will this benefit local residents?	
Please give details of any other funding you have been awarded or applied for in respect to this project. (Please provide copies of grant award offers in support of your application).	
5. Financial Details	
Copy of your latest bank statement enclosed? If no, please state why not.	Yes / No
Copy of latest audited accounts/financial statement enclosed? If no, please state why not.	Yes / No
Please provide details of and/or enclose any supporting documentation or other relevant financial information that the Parish Council should be aware of in considering this application e.g. quotations received to confirm project costs/amounts applied for and/or, if newly formed, budget and business plan.	

Declaration I declare that I have the necessary authorisation from
……(name of applicant organisation)

to submit this application and the information provided is correct.

Completed by:

Name:

Position in organisation:

Signed:

Date:

Appendix B

Grant Conditions

A. Funding must be used to benefit the parish or its residents, and expenditure must be proportionate to the benefit.

B. Applicants must strive to achieve good value for money in all its expenditure and obtain competitive quotes wherever possible.

C. Applicants are responsible for ensuring that they are in compliance with all legal and statutory requirements relevant to the activity/project and have any necessary insurance arrangements in place.

D. The grant/donation shall only be used for the purpose stated on application otherwise the money shall be returned to the council, except where the Council's prior written consent has been given for the funds to be used for another purpose.

E. The administration of and accounting for any grant shall be the responsibility of the recipient except where the Council has agreed the Parish Clerk should administer the funds awarded. All awards must be properly accounted for, and evidence of expenditure should be retained and supplied to the Council as requested.

F. The Council reserves the right to request repayment of any grant/donation where an application does not comply with the conditions accepted on award.

G. Failure to adhere to the Council's grant conditions may impact on the success of future funding requests.

H. Where a grant is awarded, payment will only be made on receipt of a grant award acceptance form (Appendix C) confirming the agreement to the Council's grant terms and conditions.

I. Payment will be made to the organisation and not an individual.

J. Should the organisation disband during the period of the grant the Council may ask for all or some of the monies to be paid back.

K. Organisations must contact the Council before disposing of any equipment or resources purchased or partly funded with grant funding from the Council.

L. Acknowledgement the financial support received from the Council is required on documentation and any promotional literature or other media operation.

Appendix C

Grant/donation Acceptance Form

I/We accept the offer of award of £ ……dated ……..awarded to …….. by Grindon & Thorpe Thewles Parish Council in respect of …….

I/we declare that we are authorised to act on behalf of the applicant, ……..……..,,,,,,,,,,,,,,,,,and agree to accept the terms and conditions as detailed below relevant to this award.

Signed:

Position:

Date:

Appendix D

Guidance Note for Applicants

1. This guidance note has been prepared to assist organisation who may be considering applying to the parish council for a grant of donation. It is part of the council's grant and donation policy. A copy of the policy is available form the parish clerk on request or can be down loaded form the website.

2. The council will award grants and donations, at its discretion, to community organisations and activities which contribute constructively to the life and well-being of some or all of the residents within the parish. For example:

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

3. To qualify for an award the applicant must be able to demonstrate:

    - That there is a need for the activity or project to be funded.
    - That funding will benefit the parish or residents of the parish.
    - That it does not discriminate on grounds of racial origin, gender, disability, age (except for obvious reasons, such as becoming a member of a youth club) and political or religious persuasion.

4. Examples of the type of activities or expenditure that can bring benefits to the community include:

    - Purchasing equipment
    - Transport that will enable group members to partake in a trip or outing
    - Training activities or purchase of expertise of an outside trainer/instructor/facilitator
    - Running costs of a viable group that is experiencing a temporary period of hardship
    - Hosting special events or celebrations
    - Provision of recreational facilities

5. Certain types of organisations and activities that will not be funded. include:

    - Private Individuals
    - Political Parties
    - Religious organisations, unless a clear benefit to the community can be demonstrated irrespective of religious beliefs.
    - National organisations except where it can be demonstrated that the funding will substantially benefit residents of the parish.

- Applicants submitted after the closure date, unless in exceptional circumstances, such as in cases where it can be clearly demonstrated that the activity is of an urgent nature that could not have been foreseen.
- Purposes for which there is a statutory duty upon other local or central government departments to fund or provide.
- Applications exceeding the maximum individual grant award determined each year, typically £250, except where it can be clearly demonstrated that additional funds are essential, and the benefits are proportionate with the additional expenditure.
- Retrospective applications.

6. It should be noted that this list may not be exhaustive, and the council reserve the right to decline any application which it considers inappropriate or against the objectives of the council without giving reasons for its decision.

7. All applications should be made using the application from attached, completed in black ink.

8. If you require assistance in completing the application form or submitting the supporting information, please contact the Parish Clerk at: Grindon & Thorpe Thewles Parish Council, c/o Grindon Parish Hall, Durham Road, Thorpe Thewles, Stockton-on-Tees. TS21 3JN Email: thorpe.grindon@outlook.com

9. Please ensure that you sign the declaration at the end of the application form. This should be signed by someone who is authorised to act on behalf of the organisation and in signing accepts responsibility or the accuracy of information provided.

10. Completed applications form should be returned to the parish clerk by post or email.

11. Please note that all applications must be returned by the closure date specified on the application form. Normally this will be the 30 November each year so that funding requests can be considered as part of the budget-setting process for the following year. Applications made in one financial year should therefore be in respect of activities or projects that are due to commence in the following financial year, i.e after the 31st March. *Please ensure that your application specifies the expected start date of the project or activity.*
It should be noted that if an activity will be repeated in future years, a separate application must be made; i.e. grants awards cover only one year and a successful application for funding in one year does not guarantee the award of grant for the same activity in the following year.