

TOLLESHUNT D'ARCY PARISH COUNCIL

GRANT AWARDING POLICY V2.0

1. Introduction

A grant is any 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 controlled or administered by the Council. The Council awards grants, at its discretion, to Parish organisations which can demonstrate a clear need for financial support to benefit the Parish by:

- Providing a service
- Enhancing the quality of life
- Improving the environment
- Promoting the Parish of Tolleshunt D'Arcy in a positive way

2. Grant Application Process

- a) Applications must be submitted by 1st November of the financial year prior to the funds being required.
- b) Applicants will be required to complete an application form. All questions on the application form should be fully answered, and additional appropriate information which supports the application should be provided.
- c) The application form must be completed in block capitals in black ink.
- d) All applications will be included on an agenda for consideration by the Full Council.
- e) The Council has a limited budget each year, and applications will be assessed based on their need and the benefit to the community.
- f) Applicants will be contacted by the Clerk notifying them of the decision of the Parish Council on their application.
- g) The applicant should retain a copy of the form.

3. Conditions of Funding:

- a) Tolleshunt D'Arcy Parish Council will consider applications for grants from voluntary groups or charitable organisations. The organisation must be either non-profit or charitable. Applications will not be considered from private organisations operated as a business to make a profit or surplus.
- b) Grants will not be awarded to individuals.
- c) Grants will not be made retrospectively
- d) To qualify for an award, the applicant must be able to demonstrate that any funding from the Parish Council will benefit the Parish, or residents of the Parish.
- e) Grant applications will be dealt with by the full Council.
- f) An organisation should have a bank account in its own name with two authorised representatives required to sign each cheque.
- g) The administration of and accounting for any grants shall be the recipient. All awards must be properly accounted for. A copy of the invoices/receipts should be sent to Tolleshunt Darcy Parish Council to demonstrate expenditure of the funding on the specific project to which it was awarded. If the Parish Council is not satisfied with the arrangements, they reserve the right to request a refund of monies awarded.
- h) The award must be used for the purpose for which the application was made.
- i) Any awarded grant underspends shall be returned to Tolleshunt D'Arcy Parish Council.
- j) Donations to Registered Charities in response to a general fundraising appeal may be considered if there is a benefit to residents of the Parish.
- k) If any other funding becomes available for your project that negates the need for our grant, Tolleshunt Darcy Parish Council should be informed immediately
- l) On completion of a project, a letter of thanks should be sent to the Council and if possible, an acknowledgement of the Parish Council's contribution should be made.

- m) A report should be sent to Tolleshunt Darcy Parish Council within 6 months of the grant being awarded, updating on the progress of the project.
- n) Additional applications within a 12-month period will not normally be considered.
- o) Ongoing commitments to award grants or subsidies in future years will not be made. A fresh application will be required each year.
- p) The Council may make the award of any grant or subsidy as it considers appropriate in the event of any unforeseen urgent event.
- q) The policy may be amended at any time by Council following a motion having been published on the agenda beforehand being carried.

4. Eligibility

- a) Any Charity, Voluntary Group or Community Organisation operating within the parish.
- b) Agencies that operate within the Parish and are of benefit to the local community, with the following provisos:
 - The Parish Council will not fund activities that it considers to be the responsibility of a Statutory Authority.
 - Applications from schools for an activity that takes place within the school day will not be considered.
 - The Parish Council will not fund activities outside its powers and functions.

5. Publicity

The support of Tolleshunt Darcy Parish Council must be acknowledged in all publicity materials.

Policy adopted: January 20219

Last Review: May 2026

Next Review: May 2027

Policy Review History

Version	Details of Changes	Date	Approver
V1.0	Adopted Policy	08/01/2019	
V1.0	Reviewed – no changes	10/05/2022	TDPC
V1.0	Reviewed – no changes	17/05/2023	TDPC
V1.0	Reviewed – no changes	14/05/2024	TDPC
V2.0	Reviewed and updated in line with SLCC template	13/05/2025	TDPC
V3.0	Reviewed – no changes	12/05/2026	TDPC
	Next Review – May 2027		

Tolleshunt D'Arcy Parish Council
Application for Grant for Voluntary Organisations

Whenever possible new applications should be accompanied by the most recent set of accounts of the organisation applying. Should none be available an explanation must be provided, if possible with substantiating evidence, to enable the Council to make a judgement as to the viability of the applying organisation

You may use a separate sheet of paper to submit any other information which you feel will support this application.

APPLICATION FORMS MUST BE COMPLETED IN BLOCK CAPITALS IN BLACK INK

1.	Name of Organisation	
2.	Name, Address and Position of Contact in Organisation	
3.	Telephone number of Contact	
4.	Is the Organisation a Registered Charity? If Yes, Charity number	Yes / No
5.	Amount of Grant requested	£
6.	For what purpose or project Is the grant requested? Please use a separate sheet of paper if necessary	
7.	What will be the total cost?	£
8.	When will the money be Spent?	
9.	Who will benefit from the Project?	
10.	Approximately how many of those who will benefit are Tolleshunt D'Arcy parishioners?	

SignedDate.....

Name (In capitals)