

ELKESLEY PARISH COUNCIL

Occasional Grant Policy

Elkesley Parish Council is committed to supporting local community groups that help to make a positive difference to Elkesley.

Our vision is for Elkesley to be a desirable place to live and visit, to have a safe, active, healthy and sustainable community. The Parish Council aims to improve the quality of life in Elkesley through encouraging an active, healthy and safe community.

A grant is any payment or gift made by Elkesley 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. Elkesley Parish Council follows the established Local Government Act 1972 Section 137 criteria when assessing requests for grants. The Law requires that Section 137 grants must be “In the interest of or will directly benefit the area or its inhabitants, or of part of it, or some of it” and “the direct benefit should be commensurate with the expenditure”. The Parish Council will also consider:

- How well the grant will meet the needs of the community.
- How effectively your group will use the grant.
- Whether the costs are appropriate and realistic.
- The level of available reserves held by the organisation.
- Whether realistic levels of contributions have been or are being raised locally.
- Whether the applicant could reasonably have been expected to obtain sufficient funding from a more appropriate source.
- How the group is managed.

These considerations will apply when considering all grant applications. Preference will be given to applications that can demonstrate they have successfully sought or generated funds elsewhere and are not solely reliant on a grant from Elkesley Parish Council.

The Parish Council awards grants, at its absolute discretion, to organisations which can demonstrate a clear need for financial support to achieve an objective which will benefit the Parish by:

- Providing a Service, Enhancing the quality of life, improving the environment, and promoting the Parish of Elkesley in a positive way.

There will be a limit of £50 per grant in any one financial year.

Who can apply?

Any properly constituted group, club or organisation based in Elkesley and/or operating for the benefit of Elkesley residents. To be a properly constituted group and eligible to apply applicants must have:

- Charitable, voluntary or not for profit status with a constitution or set of rules.
- A bank account requiring a minimum of two signatories.
- A transparent decision making process open to the public to attend and participate, following the ethos of Transparency that public bodies comply with.

Who cannot apply?

- Private Individuals
- Profit making businesses, organisations or groups.
- Statutory or other public bodies

What will not be funded?

- Activities that are part of a statutory obligation.
- Loan repayments.
- Could be reasonable be expected to be funded from other sources.
- Could reasonably be expected to be funded by members' subscriptions.
- Professional services.
- Retrospective applications where an event or activity has already taken place.
- Religious or political activities
- Research costs.
- Revenue expenditure such as utility bills, wages or insurance cost.
- Ongoing commitments to award grants in future years
- Grants will not be made retrospectively.
- Salary or routine or other administration costs.

The above examples are not exhaustive.

Application Procedure

Elkesley Parish Council considers grant applications throughout the year. A copy of the application form can be downloaded from our website www.elkesleyparishcouncil.gov.uk or contact the clerk clerk@elkesleyparishcouncil.gov.uk

Please complete all sections of the form as applications will be rejected if incorrect or incomplete information is supplied.

You will need to supply

- A completed application form.
- A set of rules by which the organisation runs.
- 3 estimates if the grant is for to purchase items or services.
- A copy of any insurance policy required by the application.
- An up to date copy of the groups accounts, with a costed budget for the money requested.
- Relevant protection policies and valid police checks if applicable.
- Newly formed groups must provide a comprehensive budget and business plan.
- Any other supporting information you feel will enhance your application.

Good applications **will demonstrate** how the social, or other, service to be provided will be to the benefit of Elkesley residents.

Grant award conditions

- The grants award must be used for the purpose for which the application was made.
- You must use the grant within one year.
- Proof of purchase or expenditure will be expected.
- We recognise that project timescales slip for good reasons – we would expect to be kept informed of any problems.
- The applicant will acknowledge the contribution made by the Parish Council in its promotional activity.
- The Parish Council may recognise the groups in its own newsletters or reports to the Parish

Groups working with young people and/or vulnerable adults will be required to have relevant and up to date protection policies in place and all staff have valid police checks.

Applicants will be expected to demonstrate they have Public Liability or other insurance in place when applying.

When a grant may have to be returned

- If the project does not proceed as planned we would expect the grant to be returned.
- If the group is unable to use the award for the stated purpose.

- If anyone is found to be acting dishonestly in making the application
- Elkesley Parish Council reserves the right to recover the grant or moveable equipment purchased with grant money if the organisation ceases to exist, if the grant is not used for the purpose specified, or if the conditions of the grants are not complied with.

Data Protection

New Data Protection rules require that you give explicit permission for your data to be held or used. All applications without the permissions for attached duly signed and dated will be returned. All information provided will be used in line with our current policies.

Policy approved by Elkesley Parish Council at the meeting dated: May 2025

The safeguards and controls relating to this Policy will be reviewed annually to ensure they are still relevant, efficient and effective.

Reviewed: May 2026