

# AWBRIDGE PARISH COUNCIL

## GRANT MAKING POLICY January 2026 Updated by T Sansome

### EXECUTIVE SUMMARY

The purpose of this policy is to set out the principles, criteria and processes that govern how Awbridge Parish Council (APC) makes grants, and to whom.

A grant is defined as a financial award made by APC from the funds it sets aside from its sole source of income, the Parish Precept, to support charitable purposes that directly benefit the community of Awbridge.

This Policy explains:

- The principles underlying our grant-making process
- Our grant making policy
- The level of grants available
- The grant application process
- The assessment and decision-making process
- Terms and conditions
- Appeals
- Monitoring

### OUR VISION

To retain and where possible enhance the landscape, environment, and character of the village, and to improve, through access to social and recreational facilities, the well-being of all those who live, study, visit or work here.

### OUR MISSION

To work in partnership with statutory agencies, third sector organisations and the local community to deliver our vision.

### OUR GRANT MAKING PRINCIPLES

APC awards grants for projects that:

- can demonstrate they have charitable purposes;
- directly benefit Awbridge Parish

When awarding grants, APC aims to be:

- accessible
- fair
- professional
- effective
- efficient
- transparent

## THE LEVEL OF GRANTS AVAILABLE

APC is a small parish council with a sole income stream (The parish precept) of less than £14000 per annum. The maximum sum available for grants in any financial year varies depending on Parish Income.

## OUR GRANT MAKING POLICY

The policy statements set out below are those which underpin APC's grant-making.

Applicants can only receive one grant per financial year. The Council will not accept applications submitted on behalf of organisations/groups by umbrella or similar organisations.

APC will consider applications received from registered charities, or groups with charitable purposes, whose area of benefit is the parish of Awbridge\* and that have:

- a written constitution or set of rules that sets out their purpose and how this will be managed
- a bank or building society account in the name of the charity/group

***\* Organisations/groups from outside the Parish who can demonstrate direct benefit to the area are eligible to apply.***

APC will not support the following:

- Grants to individuals
- Grants for activities that have already taken place
- General contributions to large appeals
- Projects where there is statutory responsibility to provide funding
- Feasibility studies
- Grants for groups that hold more than one year's running costs as unrestricted free reserves (unless justified)

## APPLICATION PROCESS

Grants may be applied for at any time of the year by contacting the Parish Clerk for an application form which will then be considered by the Parish Council.

The application form is designed to be accessible and proportionate and will ask only for information about the applicant organisation/group that confirms its eligibility for funding and the value of its proposal to the Awbridge community.

Organisations/groups applying for funding will be advised that the following documents need to accompany their application:

- Copy of their governing document (or set of rules)
- Copy of latest financial accounts

Applicants will be sent an email to confirm that their application has been received and will be advised when to expect a decision.

## ASSESSMENT PROCESS

On receipt of an application, APC's Responsible Finance Officer will make basic checks to ensure that it meets APC's eligibility criteria.

Applications are then referred to a meeting of full council for consideration by Councillors.

### **DECISION-MAKING PROCESS**

Applications will be assessed based on:

- How well the grant will meet the needs of the community, providing positive benefit to the inhabitants.
- How effectively the group will use the grant
- Whether the costs are appropriate and realistic
- What level of contributions has been, or will be, raised locally
- Whether the organisation or group could have been expected to obtain sufficient funding from another source.
- How the organisation or group is managed, as indicated by its constitution/rules

Successful applicants will be notified by email within 7 days of a decision being made

### **TERMS AND CONDITIONS**

- Recognition of the grant from APC must be made in any related publicity.
- If the grant is put to purposes other than those for which it was awarded without the prior approval of the Parish Council, the recipient organisation or group will be required to repay the grant to the Parish Council.
- Any unspent monies should be returned to the Parish Council.
- Receipts/invoices must be presented to the Parish Council to show that grant monies have/will be used legitimately as per application before release of funds.

### **MONITORING**

Grant recipients are required to provide, within a period of six months, a brief report of how the grant has been spent and what it has achieved.

**Tracy Sansome**

**Clerk/RFO**