



Salterforth Parish Council

Grant & Donation Terms, Conditions & Application Forms

Policy Title:	Grant & Donation T&C's and Application Forms	Policy Version: 2
Author:	Clerk/RFO	Adopted: April 2019
Reviewed by Council:	26.11.2025	Effective from: 26.11.2025
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Next Review Date:	On or before 30.11.2026	

Salterforth Parish Council is empowered under the Local Government Act 1972 to allocate monies, subject to limits and regulations, on purposes it considers to be '*in the interests of, and will bring direct benefit to, their area, or any part of it, to all or some of its inhabitants*'.

Terms and Conditions for ALL Applicants

1. The application must relate to a specific item of capital expenditure or project and not to any regular item, maintenance or other revenue item such as utilities or staffing costs.
2. The purpose for which the grant or donation is requested must be in the interests of Salterforth Parish either in part or all; or its residents either in part or all. The benefit to the area or inhabitants must be commensurate to the expenditure.
3. Groups or Organisations within the Parish may apply; those outside the Parish who can demonstrate direct benefit to the Parish may be eligible to apply for consideration.
4. No financial assistance can be given to individuals under this scheme.
5. No grant or donation will be payable to, or for, any commercial venture or for private gain.
6. Retrospective applications for items purchased or projects completed will not be considered.
7. Proof of the following should be submitted along with the completed application form:
 - **Most recent audited accounts for established groups/organisations.**
 - **Detailed Business Plan and Budget for new groups/organisations.**
 - **Bank account in its own name with 2 factor authorisations for transactions.**
 - **Constitution and Membership Rules with clearly documented aims and objectives.**
8. Any previous grant or donation given to a group or organisation may be taken into account when considering a new application.
9. Preference is usually given to projects which can be completed within one year of the funding being awarded.

10. Each application will be considered fairly on its merit and the amount of the grant will be at the discretion of the Parish Council.
11. Recipients must agree to provide a written summary to the Parish Council outlining how the grant has been spent which will be reported at the next Council meeting.

APPLICANTS MUST COMPLETE THE ATTACHED FORMS:

1. Data Protection Consent Form.
2. Grant or Donation Application Form.

GRANT APPLICANT DATA PROTECTION CONSENT

Your privacy is important to us. For the Parish Council to consider the application we need your consent to hold and use your details.

Please complete the details below. By signing this form, you are confirming your consent for us to hold and use your details.

NAME:
ADDRESS:
ORGANISATION OR GROUP YOU ARE REPRESENTING:
EMAIL ADDRESS:
TELEPHONE NUMBER:
SIGNATURE:
DATE:

You can withdraw or change your consent at any time by contacting the Clerk/RFO at:

salterforthparishcouncil@gmail.com

GRANT APPLICATION

NAME OF GROUP OR ORGANSIATION:

CORRESPONDENCE ADDRESS:

EMAIL ADDRESS:

TELEPHONE NUMBER:

WHAT ARE THE MAIN ACTIVITIES OF THE GROUP OR ORGANSIATION:

DESCRIBE THE PROJECT FOR WHICH FUNDING IS REQUIRED. (Include the projected time scale for completion and who will benefit) Please submit any other supporting documentation you may have.

HOW MUCH MONEY ARE YOU REQUESTING FROM SALTERFORTH PARISH COUNCIL (Please note that the maximum that can be given in any fiscal year is £500.

WHAT IS THE TOTAL COST OF THE PROJECT (In words and figures)

IF THE TOTAL COST OF THE PROJECT IS MORE THAN THE GRANT OR DONATION, HOW WILL THE REST BE FINANCED.

I have read the Terms and Conditions associated with this application and agree to them.

Signature:

Date:

SALTERFORTH PARISH COUNCIL USE ONLY

DATE RECEIVED:

CONSIDERED AT PARISH COUNCIL MEETING ON:

MINUTE REFERENCE:

DECISION:

AMOUNT AWARDED:

DATE PAID: