



GRANT AWARDING POLICY

Resolved at the Council Meeting 14 July 2026

Please read this document carefully as failure to comply with the conditions and completing the application incorrectly may result in a delay in funding being awarded.

The Parish Council has the power under the **General Power of Competence (Localism Act 2011 S1-8) (SI. No. 965)** to consider and award grant funding to support projects delivered by various organisations or individuals for the benefit of the community in the parish of Little Marlow. The council aims to ensure all award making activity is open, transparent, fair, competitive and supports local organisations.

These guidelines are designed to give a broad overview of what projects and requests might be considered and how an application can be made. The availability of funds for grants is dependent on the Council's overall financial position and the choices it makes when allocating its resources each year. One year's funding may not necessarily mirror the previous years. The Council will agree a set annual amount within the budget each year that will be allocated for the duration of the financial year and once allocated no further funds will be available.

The Parish Council's application process is open to established voluntary or community groups, as well as new or informal groups of parishioners who are or intend to by the date of application to become formally constituted. The Council awards funding entirely at its discretion to community organisations which can demonstrate a clear need for financial support without discrimination on the grounds of race, gender, sexual orientation, occupation, religion, or political opinion. This Policy is subject to review and amendment at any point if the Clerk and/or the Council feel appropriate

WHAT IS A GRANT

A grant is an award of funds to an organisation or individuals to support voluntary and/or community activities. The organisation (or individuals) specifies (specify) the proposed activities, and the Council makes a financial contribution through awarding a grant, ensuring that the Council taxpayers of Little Marlow get value for money. The Council will normally impose conditions on the use of the funds, but does not receive any works, goods, or services in return.

WHO IS ELIGIBLE TO APPLY?

To be eligible to apply for a grant an organisation /individual must usually:

- Be a not-for-profit body
- Be established for charitable, social or recreational or purposes,
- Have a constitution, or set of rules, which define its aims, objectives and operational procedures.
- have a bank account in the name of the organisation and be able to provide a copy of its latest annual accounts and/or most recent bank statement
- Be able to demonstrate clearly how the funding will benefit the local community.
- Individual applicants may be considered on a case-by-case basis, but they must be able to demonstrate that a clear benefit to the community of Little Marlow Parish will be had from the proposed grant request (i.e., that it is not just for personal benefit).

WHAT CAN BE FUNDED

The Parish Council will consider all applications that meet the required criteria, but usually:

- The project should be something that makes the local community a better place in which to live, work or visit.
- It should benefit people who live, work or visit Little Marlow Parish.
- There must be clear evidence that local people support the project and are involved in carrying it out.
- Each group may only make one application per financial year.

THE FOLLOWING ARE NOT ELIGIBLE

- Businesses
- The running costs of any organisation
- Any projects that are the prime statutory responsibility of other government bodies.
- Projects that improve or benefit privately owned land or property.
- Projects that have already been completed or will have been by the time the grant is made.

CONDITIONS OF SUPPORT

The Council may make the award of any grant subject to all or some of the following conditions. Required conditions will be at the discretion of the Council and an organisation's individual circumstances.

- Funding must only be used for the purpose agreed with the Council and if the monies are not spent on the items agreed by the end of the financial year, they must be returned.
- Funding must be spent within the financial year awarded and cannot be added wholly or partly to the organisation's reserves.
- If project costs are more than anticipated on the application, any shortfall must be met by the applicant. The Council will not make up any shortfall.
- The Parish Council would ask that their support is acknowledged in any publications, publicity, and annual report and show the funding award separately in the financial accounts.
- The organisation must state if they are providing some of their own funds or other sources for the funding of the project.
- The organisation will write to confirm receipt of the funds for audit purposes and must provide the Council with a report within three months (or longer by arrangement with the Council) of receipt of the grant confirming how the money was spent and if requested must include copies of invoices and/or other documentation including receipts as evidence that the expenditure has been accrued.
- The giving of funding one year does not set a precedent for another/future year(s).
- The Council has the right to impose additional conditions on any funding awarded as it considers appropriate.

- The Council has the right to withdraw any already agreed funding if false information is provided.

APPLICATION PROCESS

- All applications will be considered carefully in an open and transparent way.
- All applications must be submitted on the Council's application form which is available to download from the website or the Parish Clerk.
- All applications must include copies of the latest bank statements associated with the organisation.
- Organisations will be required to provide a copy of their constitution together with the details of the aims and purpose, project or activity and demonstrate a clear need for funding.
- All applications must demonstrate clearly how the funding will be of benefit to the local community within the Parish.
- The Parish Clerk will receive all applications in the first instance to ensure all criteria are met before taking to the next appropriate meeting for decision.
- The Council reserves the right to refuse an application if all criteria are not met or to ask for more information /evidence as they feel appropriate.
- All applications will be contacted following the Council's decision.
- The Council may not be able to fund all projects as there may be more applications than funds available, and some may be offered partial funds.

WHEN TO APPLY

The Council prepares its annual budget during November, when it will allocate a budget for grants for the following financial year. This is a finite amount, and once it has been allocated, no more funding for grants will be available during that year. It is therefore recommended that organisations submit their applications as early as possible. Any award granted would become available for payment in April at the beginning of the next financial year.

This is a competitive process against other bids and the quality of each bid is important. All groups will be treated equally. If an organisation has received a grant previously, they are not guaranteed to receive support again but are not excluded from applying again. A fresh application will be required each time.

If you need any further information or have any queries concerning Little Marlow Parish's Community Grant policy and procedure, please contact the Clerk clerk@littlemarlow-pc.gov.uk