

BITTERLEY PARISH COUNCIL

Grants Policy

Reviewed: November 2025

The parish council has an annual process for setting a budget to include potential provision of grant funding.

In order to provide a fair grant application and award system the Parish Council will adopt the following procedure: -

1. A Grant application window will be open from the start of the financial year (April) for 3 months.
2. All applications must be received by the end of June of the financial year. No application's will be considered after this date in the financial year until the window for applications opens in the following financial year.
3. Having received all application, the Parish Council will
 - 3.1. Check all forms are completed correctly.
 - 3.2. Consider the merits of each application.
 - 3.3. Award grants as per the policy to any successful applicant.
4. No 1 application may receive more than £150 in any 1 year.
5. The application runs out at the end of the financial year- applicants must reapply for further grants each year.
6. The award of a grant in 1 year does not imply further applications will be automatically granted or successful.

The grant may fund all or part of the work or activity grant is sought for. The parish council does not commit to any funding and each application will be determined on its merits and in consideration of what budget is available.

Conditions

1. Grants can be provided solely for the benefit of the residents of the parish.
2. Grants must be for a legal purpose.
3. The applicant must confirm the ability to undertake the activity or work and have relevant consents and permissions in place.
4. Grants are payable to the organisation applying only following receipt and approval by council of a valid application and subsequent proof of expenditure on the eligible work or activity.
5. It is at the discretion of the council to determine whether works or activity applied for grant aid are considered to be in public interest and benefit to the parish or parts thereof and in the scope of the scheme. Benefit to the parish will include environmental / biodiversity protection or gain as well as benefit to the residents for example supporting inclusivity and diversity, access to amenity and perceived quality of life impacts. There will be an expectation that other funding or resource contributions such as volunteer time will also contribute to the project / funding application.
6. Grant aid cannot be provided for works already funded from another source.
7. Work undertaken using grant funding must adhere to all relevant health, safety and environmental standards applicable and meet any other regulatory requirements and permissions that may be required such as landowner.
8. The works undertaken must represent good value for money and to that extent sufficient details must be provided on the costs of work so that the council can determine this to be the case. At least 2 quotes would normally be expected although previous years costs could be considered as alternative to one quote.
9. Payment of grant is up to the maximum set in the grant approval. The council can determine to pay a lesser sum if this appears to represent the actual works undertaken or a lesser sum is applied for by the applicant.
10. The parish council should receive a copy of the applying organisation accounts for the last 3 years where they exist.

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11. Confirmation of any other grants received in the last year or being used in the current year, sum and purpose should be given if related to the project.
12. Grant application and approval is on a yearly basis. No forward commitment can be given for future years.
13. Additional relevant conditions as determined by the Parish Council may be incorporated into any approval.

Process

1. Applicants to complete an application form adopted by the council.
2. Once all the applications are received (with sufficient information) they will be considered at the July Parish Council meeting.
3. If there is insufficient information, it may however be deferred to the following meeting.
4. Applications will either be
 - 4.1. agreed as requested or
 - 4.2. agreed with a parish council determined level of grant or
 - 4.3. further information sought or
 - 4.4. refused.

If refused feedback will be given to the applicant. If refused this does not preclude the applicant applying again the following financial year with an appropriately revised application.
5. If agreed an approval will be provided in writing to confirm the following:
 - 5.1. Date of parish council meeting that agreed the grant.
 - 5.2. The applicant and organisation.
 - 5.3. The maximum amount of grant able to be claimed.
 - 5.4. The purposes for which grant can be claimed.
 - 5.5. The mechanism to claim the grant once works or activity have been undertaken.
 - 5.6. The timescale within which the work or activity is to be undertaken. (normally within 12 months)
 - 5.7. The timescale for being able to claim the grant and be paid. (normally within 12 months)
 - 5.8. Any specific conditions deemed appropriate to apply.
6. Once works are completed, receipts showing the organisation has paid for the works are to be submitted to the parish council together with a clear statement of what work has been undertaken.

For example, details of maintenance, dates and costs broken down. The parish council through the clerk and chair or nominated representative will then determine if the works have been undertaken, meet the grant criteria and thereby determine payment of the grant by the clerk.

This policy to be subject to annual review / confirmation.