THORPE MALSOR PARISH COUNCIL

SMALL GRANTS AWARDING POLICY

Signed: Cllr Stevenson (Chair)

Date: 31st March 2025
Date of next review: January 2027

Date	Revisions
31/05/22	Date Adopted
31/03/25	Signed without amendment

Thorpe Malsor Parish Council is committed to providing assistance and support to local community groups. The Council runs a small grant scheme and village groups and clubs are invited to apply. This policy sets out the procedure and terms and conditions of the small grant process.

Application process

- Applications for grants must be made by 31st October each year to be considered for inclusion within the budget for the following financial year. Grant applications received after this date will not be considered for the forthcoming financial year.
- All applications must be made using the Small Grant application form (see appendix A) which is available from the Clerk.
- The Council will consider any application received at their November meeting.
- Approved grants will be paid after 1st May in the following year.

Notification and payments

- All applicants will be notified of Parish Council decisions by the Parish Clerk.
- If an application is successful, payment will be made to the Organisation by bank transfer.

Grant conditions

The following conditions apply:

- Grants will be awarded up to a maximum of **£250[1].**
- All applications must directly benefit the Parish of Thorpe Malsor and its parishioners.
- It is expected that applicants will have explored all other possible funding avenues available to them before applying for to the Council for a Small Grant.
- Grants cannot be issued to individuals.
- Applicants should be a non-profit making organisation where membership is open (i.e. no discrimination of membership on grounds of sex, race, religion etc)
- Grants cannot be made to fund political activities.
- Grants must be for a specific cost or project, they cannot be requested for general reserves.
- Applicants must provide the Clerk with a copy of their most recent audited accounts. Successful applicants will be required to provide the Council with an update during the year, providing details of how they have spent the grant money.
- Only one grant will be given to any group or organisation, or for any particular purpose in any financial year.
- Grants will not be awarded after the relevant event or project has been completed.
- Where an application is successful, the Council shall determine the amount, using the figure requested by the applicant as a guide only.
- The Parish Council has limited funds and cannot make substantial grants – for large projects other bodies should be approached for financial assistance.
- The Council reserves the right to request repayment for any grant where an applicant does not comply with these conditions.

- The Council's decision on any application is final and there is no right of appeal.
- The Council reserves the right to decline any application without giving reasons for its decision.
- Where a Councillor is a member of a group/organisation applying for funding, the Councillor must declare an interest in the matter and refrain from voting.
- Nothing in this policy prevents the Council from providing a donation to a group, organisation or project at any other time.

[1] Unless the Council considers that there are exceptional circumstances

Appendix A

THORPE MALSOR PARISH COUNCIL SMALL GRANT APPLICATION FORM

Please note that this application will only be considered if it is accompanied by a copy of the latest set of annual accounts showing the organisation's income, expenditure and level of balances. If an organisation does not prepare annual accounts, copies of the bank statements covering the previous 6 months must be enclosed.

By submitting an application, you are confirming that you abide by the grant conditions in Thorpe Malsor Parish Council's Grant Awarding Policy.

PLEASE COMPLETE IN BLOCK CAPITALS AND RETURN TO THE CLERK BY 31st OCTOBER

Name of Organisation:					
Registered Charity No (if applicable):		**No of Members:**		**No of members in the Parish:**	
Purpose of Organisation:					
Contact Name:					
Contact Address:				**Telephone No:**	
Email:					
Amount requested:	**£**	**Bank Account no:**		**Sort Code:**	
Purpose of Grant:					
Other bodies already approached for funding:					

This Section for Parish Council use:

Date application received:	Council Decision Date:
Parish Council decision:	
Grant offered: £	Date payment sent: