

GRANT AWARDING POLICY

Holcot Parish Council sets aside a sum of money each year to be awarded in grants to organizations for projects that will be of benefit to the residents of our Parish. This policy document has been drawn up to demonstrate a fair and transparent process for grant awards. A grant is any payment made by the Council to be used by an organisation for a specific purpose that will benefit the Parish, or residents of the Parish, and which is not directly controlled or administered by the Council. The Council awards grants, at its discretion, to Parish organisations which can demonstrate a clear need for financial support to benefit the Parish. Holcot Parish Council has in place an Equality and Diversity Policy and demonstration that your project fits into this would be an advantage.

To qualify for a grant, an organisation must first complete a grant application form, available from the clerk to the council clerk@holcot-pc.gov.uk or from the Holcot Parish website www.holcot-pc.gov.uk and submit the application and relevant documentation to the Parish Clerk.

The applicant must be able to demonstrate that any funding provided by the Parish Council will be of benefit to the Parish or its inhabitants. The Parish Council will not normally make grants to organisations outside of the Parish unless it can be demonstrated that there are direct benefits to the Parish. Applications should be for 'one-off' grants which will not result in recurring expenditure to the Parish Council.

Funds available are limited and guidance can be given to applicants as to how much money is likely to be available in a specific financial year.

Points to consider when applying are:-

- There has been some degree of fundraising on a "self-help" basis
- Whether the applicant has applied to other bodies for funding for the same project
- Applications will not be considered from private organisations operated as a business to make a profit or surplus.
- Grants will not be made to projects that discriminate on any grounds.
- Grants will not be made to individuals.
- Grants will not be made retrospectively.
- Applications will not normally be considered from national organisations or local groups with access to funds from national 'umbrella' or 'parent' organisations, unless funds are not available from their national bodies, or the funds available are inadequate for a specified project.
- An organisation must have a bank account in its own name.
- The administration of and accounting for any grant shall be the responsibility of the recipient.
- All awards must be properly accounted for and evidence of expenditure should be supplied to the Council as requested.

- Only one application for a grant will be considered from each organisation in any one financial year.
- Ongoing commitments to award grants or subsidies in future years will not be made. A fresh application will be required each year.
- Each application will be assessed on its own merit.

The Council may make the award of any grant or subsidy subject to such additional conditions and requirements as it considers appropriate. The Council reserves the right to refuse any grant application which it considers to be inappropriate or against the objectives of the Council.

Any grant must only be used for the purpose for which it was awarded unless the written approval of the Council has been obtained for a change in use of the grant monies, and that any unspent portion of the grant must be returned to the Council by the end of the financial year in which it was awarded.

The Council may make the award of any grant or subsidy as it considers appropriate in the event of any unforeseen urgent event.

The Parish Council would welcome a representative at the relevant meeting to answer any questions which may arise whilst the grant is being considered.

If successful, the grant is made in a single payment.

The Council will make the decision on which grants to award. All applicants will be contacted following the Council's decision.

Details of which organisations have received a grant during the year are included in the report given at the Annual Parish Council Meeting each year.

The total amount available across all grants is £3000, although this may change year on year.

Applications will be open from 1st November 2025 until 31st December 2025.

Decisions will be made at the January 2026 meeting of the Council.

Approved by Holcot Parish Council: <i>Signed Copy Held By Clerk</i>		
Signature of Chair		Date: 20th October 2025
Signature of Clerk		Date: 20th October 2025

To be reviewed 2026

Version	Purpose	Author	Date	Minute Ref
1	New	RC	06/09/2022	22/187
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