

GRANT AWARD POLICY 2026/27

1. Purpose

Holcot Parish Council provides an annual grant fund to support organisations, projects and activities that benefit the residents of Holcot Parish.

The Council aims to award grants fairly, consistently and transparently.

2. Who Can Apply

Applications may be considered from:

- Charities.
- Voluntary and community organisations.
- Not-for-profit organisations.
- Organisations based outside Holcot where there is a clear and direct benefit to Holcot residents.

The applicant organisation must have a bank account in its own name.

Grants will not normally be awarded to:

- Individuals.
- Private organisations operating for profit.
- Projects or activities that unlawfully discriminate.
- Expenditure that has already been incurred.
- Organisations that can reasonably obtain sufficient funding from a parent or umbrella organisation.

3. What Can Be Funded

Grants should normally support a specific, one-off project, activity or item.

Grants must not create an ongoing financial commitment for the Parish Council. Receiving a grant does not guarantee future funding.

Applicants are encouraged to demonstrate how their project supports equality, inclusion and accessibility, where relevant.

4. Grant Fund

For the 2026/27 financial year:

- Total grant fund: **£1,000**
- Maximum normal grant: **£500 per organisation**
- Normally one application per organisation per financial year

In exceptional circumstances, the Council may consider a grant above £500 where there is a clear and substantial benefit to Holcot Parish.

The grant budget may vary each year and will be reviewed as part of the Council's annual budget-setting process.

5. Application Dates

Applications must be made using the Holcot Parish Council Grant Application Form.

2026/27	Date
Applications open	1 October 2026
Applications close	31 December 2026

Applications considered January 2027 Parish Council meeting

Late applications will not normally be considered.

Application forms are available from the Parish Clerk at clerk@holcot-pc.gov.uk or from the Holcot Parish Council website www.holcot-pc.gov.uk

6. Information Required

Applicants should provide sufficient information for the Council to assess the application, including:

- Organisation and contact details.
- Details of the project and its benefit to Holcot residents.
- Project start and end dates.
- Total project cost and amount requested.
- The organisation's own contribution.
- Other funding received or being sought.
- Estimated number of people who will benefit, including Holcot residents where possible.
- Relevant quotations or supporting information.
- Recent accounts or other appropriate financial information.

The Council may request additional information where necessary.

7. Assessment and Decision

Each application will be considered on its individual merits.

The Council may consider:

- Benefit to Holcot residents.
- Need for the project.
- Number of people who will benefit.
- Financial need.
- The organisation's own contribution and fundraising efforts.
- Other funding available or being sought.
- Overall cost and value for money.
- Funds available within the Council's grant budget.

The Council may:

- Award the amount requested.
- Award a reduced amount.
- Attach conditions to the grant.
- Refuse the application.

Meeting the eligibility requirements does not guarantee that a grant will be awarded.

Applicants will be notified of the decision following the relevant Parish Council meeting.

8. Payment and Conditions

Approved grants will normally be paid as a single payment into the organisation's bank account.

Payment details will be requested separately from the application where required.

The grant must only be used for the purpose stated in the application.

The Council's written approval must be obtained before any significant change is made to the agreed use of the grant.

Any unspent grant must be returned to the Council unless an alternative use has been agreed in writing.

The Council may request evidence of expenditure and a Grant Outcome Report.

9. Monitoring and Transparency

Grant awards will be recorded by the Parish Council and included in its normal reporting arrangements.

Successful applicants may be asked to provide a short Grant Outcome Report, including details of how the grant was spent and the benefit achieved.

The Council may request receipts, photographs or other evidence where appropriate.

10. Review

This policy will be reviewed annually and may be amended by resolution of Holcot Parish Council.

Approved by Holcot Parish Council: <i>Signed Copy Held By Clerk</i>		
Signature of Chair		Date: 21st September 2026
Signature of Clerk		Date: 21st September 2026

To be reviewed 2027

Version	Purpose	Author	Date	Minute Ref
1	New	RC	06/09/2022	22/187
2	Updated	RC	18/09/2023	23/174
3	Reviewed	RC	21/09/2026	