

Potterhanworth Parish Council

Grants and Donations Policy and Application Form

Adopted 29-Sep-2025, minute ref: 56.a. page 22-2025/2026.

To be reviewed annually, prior to the Annual Meeting of the Parish Council in May, to be re-adopted.

1. Introduction

This policy sets out the procedure to ensure there is compliance with legislation.

Potterhanworth Parish Council is keen to support local organisations that provide a benefit to the parish or its residents. A grant/donation is any payment or gift made by the Parish Council to an organisation for a specific purpose. All grants/donations given must directly benefit some or all of the parish, or its inhabitants, and the benefit must be commensurate with expenditure.

Grants/donation are awarded at the Parish Council's discretion to organisations which can demonstrate a clear need for financial support to achieve an objective which will benefit the Parish by.

- Providing a service
- Enhancing the quality of life
- Improving the environment and promoting the Parish in a positive way
- A small scale capital expenditure such as the purchase of special equipment.

The Parish Council will NOT award grants to: -

- Individuals
- Commercial organisations
- General day to day running costs, or salaries
- Purposes for which there is a statutory duty upon other local or central government departments to fund or provide
- Upward funders - i.e. local groups where funds are redistributed by them or a central body.
- Political parties
- Religious organisations - unless for a purpose which does not discriminate on grounds of belief.

This list is not exclusive and may be added to at the Parish Council's discretion. Only one grant will be awarded to an organisation in any one year, unless there are exceptional circumstances.

All applications are judged on their own merits each year. Ongoing commitments to award grants in future years cannot be made. Grantees who received grants in preceding years cannot guarantee future applications. Grants will not be made retrospectively.

Applications must be submitted on the Council's application form and returned to the Clerk/RFO.

Organisations requesting financial assistance are required to submit an application on the prescribed form by 14-Nov-2025. Organisations will usually be expected to have a written constitution and a separate bank account controlled by more than one signatory.

All requests received will be assessed by the Parish Council on a case by case basis, with payment being made by the January meeting, at the latest. The Parish Council may make the award of a grant subject to additional conditions and requirements as it considers appropriate. The Parish Council reserves the right to refuse any grant application which it considers to be inappropriate, or against the objectives of the Council.

A grant award must only be used for the purpose stated on the application.

If the organisation is unable to use the money or any part of it for the purpose stated, all monies or unexpended monies must be returned to the Parish Council. The Parish Council may request proof of expenditure.

Organisations receiving grants are required to advise their users/members that the grant or equipment has been received from Potterhanworth Parish Council.

Where equipment is gifted to an organisation, the Parish Council requires that it be insured and maintained at the expense of the user.

Organisations will be advised on the success of their application mid December.

Payment of the grant will be made by the January meeting, at the latest.

Potterhanworth Parish Council**Community Fund Grant Application Form**

Please read the Council's procedure for awarding grants before completing this form. *You may use a continuation sheet for your application if necessary.*

Name of organisation making the application:		
Name of person to whom correspondence should be addressed:	Address for correspondence:	
Account Details of Payment Recipient Sort Code: Account No.: Account Name:	Daytime Tel No:	
Details of the organisation and its activities:		Amount of grant applied for:
What is the grant for, and who will benefit? (Give full details)		
Have you applied to any other body for a grant towards this project? (If yes, please give details)		
How else do you raise income? (Give details of subscriptions, fund-raising, contributions 'in kind', etc)		
What age groups do you cater for?	Total membership:	Are you a registered charity? (If yes, please provide your registration no.)
Signature of authorised applicant: (eg. Chairman, President, Leader, Secretary, etc.)		

If requested, this application should be accompanied by a copy of last year's accounts the minutes of the last AGM and the organisation's current Constitution or Rules.

Additional Information

Parish Council Use Only

Date of meeting at which application considered	
Minute no. of decision	
Date of payment (if approved)	
Electronic Banking, or Cheque No.	