

DOCUMENT:	Grants and Donations Policy
PARISH:	Belsay Parish Council
DATE OF MEETING ADOPTED:	28 January 2026
DATE OF MEETING REVIEWED:	28 January 2026
REVIEW UPDATE DUE:	2027

1.

Background

Each year the Parish Council has a small budget allocation available to give as grants/donations to local organisations. The aim of this Policy is to encourage and support activities and projects which will benefit the parish and improve the wellbeing of its parishioners, whilst respecting the regulatory framework within which the Council must operate.

The Council may use its discretionary power under Section 137 of the Local Government Act 1972 to “incur expenditure which in their opinion is in the interests of, and will bring direct benefit to, their area or any part of it or all or some of its inhabitants” and “the direct benefit accruing to their area or any part of it or to all or some of the inhabitants of their area will be commensurate with the expenditure to be incurred”.

- A grant is awarded for a particular defined purpose
- A donation is awarded for general purposes

2.

Who can apply?

To be eligible for the award of a grant/donation under Section 137, an organisation must:

- Be established for charitable, benevolent, social, cultural, recreational or philanthropic purposes.
- Have a constitution, or set of rules, which defines its aims, objectives, and operational procedures
- Be able to provide a copy of its latest annual accounts and/or most recent bank statement.
- Have a bank account operated by a minimum of at least two joint signatories.

3.

What can be funded?

- The project should be something that makes the local community a better place in which to live, work or visit.
- It should benefit people who live in the parish.
- There must be clearly presented evidence that local people support the project and are involved in carrying it out.
- Applications do not have to be from groups that already exist.
- Each group may only make one application per financial year (1 April to 31 March).

4.

What is not eligible

- Support for individuals or private business projects.
- Projects that are the prime responsibility of other statutory authorities.
- Projects that improve or benefit privately owned land or property.
- Projects which have already been completed or will have been by the time the grant/donation is made.

5.

Conditions of Support

The Council may make the award of any grant/donation subject to all or some of the following conditions:

- 1) The application must be made using the Council's official application form.
- 2) Only one grant/donation may be considered and awarded per organisation/group in each financial year.
- 3) Any grant/donation made by the Council must directly benefit the Parish and its Parishioners and the Council will need to be satisfied in this regard
- 4) The Parish Council will not fund events, activities or projects which can be funded by the relevant participants, or which can or will be self-supporting by means of donations, or grants from other organisations etc.
- 5) The organisation/group must demonstrate a clear need for financial support by providing a description of the project/activity for which a contribution is needed.
- 6) A set of audited accounts must be submitted with the application to ensure that there is a genuine need for a grant/donation. Organisations/groups that have only recently set up and do not have audited accounts should provide a financial statement regarding their proposed budget instead.
- 7) Details of efforts to generate income from other sources must be submitted.
- 8) The Council will assess applications with particular reference to the number of parishioners likely to benefit, or whether any particular category of parishioners would receive specific benefit.
- 9) Where a request for a grant/donation is agreed, the Council shall determine the amount, using the figure stated by the applicant as a guide only
- 10) Successful applicants shall provide full details of to whom payment should be made and must acknowledge receipt of the payment in writing.
- 11) The grant/donation shall be used only for the stated purpose otherwise the monies shall be returned to the Council, except where the Council's prior written consent has been given for the funds to be used for another purpose.

12) A report should be made to the Council on how the money was spent with details of the outturn within 12 months of receipt of the funds.

13) The support of the Council must be acknowledged in all publications, publicity and annual reports.

6.

Notes

- 1) The Council's decision on any application is final and there is no right of appeal.
- 2) The Council reserves the right to decline any application without giving reasons for its decision.
- 3) The Council will not commit to any continuing expenditure.
- 4) Where a Member of the Council is a member of an organisation/group applying for funding, that Member must declare an interest in the matter and refrain from voting.

7.

How and when to apply

The Council will consider all applications on an annual basis.

- Applications must be made in writing using the Council's official application form and submitted by a responsible member of the organisation/group and sent to the Parish Clerk (details on our webpage).
- Organisations/groups should apply by the end of September each year in time to be considered and fit within the Councils budget process and timelines.
- The Council will consider any grant/donation at the November meeting of the Council in the same year. After having regard to any underspend, non-budgeted and unforeseen expenditure in the current financial year and where applicable, agree for payment to be made at the January meeting the following year.
- In exceptional circumstances, if the application is time constrained, the Parish Council may consider a donation from reserves at other meetings.

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**BELSAY PARISH COUNCIL
GRANT/DONATION APPLICATION FORM**

1. YOUR ORGANISATION/GROUP:	
Name of organisation/group making the application:	
Name of person making this application:	
Position in organisation/group:	
Full address (including postcode) for correspondence:	
Telephone Number:	
Email address:	
2. DETAILS OF ORGANISATION/GROUP:	
Are you a registered charity? (If yes, please provide your Registered Charity number):	
Approximately, how many years has this organisation or group been established for?	
What age groups do you cater for?	
Do you need to be a member to join this organisation/group?	
Approximately, how many members/users do you have?	
Approximately, how many members/users live in Belsay Parish?	

3. YOUR ACTIVITIES:

Please give a summary of the general activities of the organisation/group during the last year or, if you are a new organisation/group, please outline the type of activities you wish to undertake:

4. THE PROJECT/ACTIVITY:

What is the project/activity this application relates to:

How will this project/activity benefit the Parish and its residents?

When will the project/activity start?

When will the project/activity end?

5. FINANCIAL DETAILS:	
What is the total cost of the project/activity?	£
Amount of grant/donation applied for	£
If the total cost of the project/activity is more than the grant/donation, how will the residue be financed?	
Please give details of any other body that has awarded, or you have applied to for a grant towards this project/activity (Give details of the body, if the application was granted and the amount):	
How else do you raise income? (Give details of subscriptions, fund-raising, contributions etc.)	
<p>Please note that this application will not be considered unless it is accompanied by:</p> <ul style="list-style-type: none"> • A copy of the latest audited accounts and most recent bank statement <p>If the organisation does not prepare annual accounts:</p> <ul style="list-style-type: none"> • A copy of a bank statement in the name of the organisation dated within 3 months <p>The information supplied is in strict confidence and will be used for the purpose of determining this application by the Council only and will be confidentially destroyed once this application has been considered.</p>	
6. DECLARATION	
I declare that I have the necessary authorisation to submit this application, and any grant/donation will be used in line with the information supplied on this form.	
Name:	Date:
Signature:	