



Blockley Parish Council Grants and Donation Awarding Policy & Procedure September 2025 Minute ref: 18.09.25.7.3

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1. Introduction

This document sets out Blockley Parish Council's policy in relation to awarding Grants for local groups and organisations. It sets out who can apply, how much is potentially available and how the process works. You can complete the application form online at blockleyparish.gov.uk or request a copy of the form from the Parish Clerk at parishclerk@blockleyparish.gov.uk. For information, a copy of the application form is appended to this policy (Appendix A).

2. Background information

Blockley Parish Council has discretionary powers to award Grants or Donations to local groups and organisations for purposes that may bring a direct benefit to the area or any part of it for some or all the inhabitants. The Parish Council is always interested to hear from local groups within the parish, who are seeking funding for a one-off project or a specific initiative.



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The maximum budget that can be allocated to Grants and Donations by the Parish Council is governed under S.137 LGA 1972 (as amended) and is calculated against the relevant population size. However, the actual budget allocated for Grant Funding is set annually, when full Council agree a budget for the financial year ahead. This typically takes place in November each year.

3. Who can apply?

Any not-for-profit community group or organisation based within Blockley Parish or serving Blockley Parish may apply for funding, provided they can demonstrate how their proposed project or initiative will benefit residents of Blockley Parish. If an organisation is based outside the Parish, it should provide evidence of the services or facilities being accessed by residents of the Parish only.

Individuals, businesses, and organisations that are funded through statutory routes are **not** eligible to apply. Applications from national organisations or local groups with access to funds from national "umbrella" or "parent" organisations will not normally be considered, unless funds are not available from the national bodies, or the funds available are inadequate for a specific project.

Organisations or groups should also have a bank account in their own name, with two authorised signatories.

4. What do we fund?

Parish Council Grants are intended for projects which increase or improve facilities in the community; therefore, only in exceptional circumstances will applications be considered for routine running or maintenance costs. Examples of items funded via successful grant applications include replacement toys for a toddler group, equipment to support a village Horticultural Show, sheet music for a choir, items needed to run free community events, and refreshments for a series of "warm and welcome" events in winter.

Applications should be for one-off Grants which will not result in recurring expenditure to the council. If additional funding is required in subsequent years, a fresh application will be required each year.

Applications for match funding for external grants where the project benefits the parish and is deliverable within 12 months of award (unless otherwise agreed) will also be considered.

Grants cannot be awarded retrospectively; items already purchased, or activities completed will not be funded.

5. What don't we fund?

The Parish Council will not support the following:

- Grant applications that have the potential to duplicate funding from other sources and will lead to the total exceeding that required for the specified project.
- Retrospective Grant applications (where costs have already been incurred).
- Individuals or commercial organisations.
- Activities that are the responsibility of another statutory authority.



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- Projects or activities outside the Parish.
- Organisations which support or oppose any political party.
- Organisations that have already received a grant from the Parish Council in the current financial year.
- Organisations that cannot demonstrate good governance, safeguarding (where relevant), or financial probity.
- Organisations that, in their constitution, policies, or practices, **unlawfully discriminates** against individuals or groups on the basis of any of the **protected characteristics** as defined in the Equality Act 2010. These include:
 - Age
 - Disability
 - Gender reassignment
 - Marriage and civil partnership
 - Pregnancy and maternity
 - Race
 - Religion or belief
 - Sex
 - Sexual orientation

6. How much funding can you apply for?

Groups and organisations can apply for a Small Grant, up to the value of £500, throughout the year or for a Large Grant of up to £2000 annually in October (for projects commencing the following April).

7. How do I apply?

We encourage eligible applications via our online form which can be found here: blockleyparish.gov.uk. Please contact the clerk parishclerk@blockleyparish.gov.uk if you would prefer to print and complete an application form or to discuss any other accessibility requirements.

Members of the public are welcome to attend Council meetings and applicants are invited to attend the council meeting at which their application will be considered. There will usually be an opportunity to speak in support of the application and/or answer any questions that arise when the application is discussed but it is not mandatory to attend.

You will need the following information for your application:

- Name and contact details for the group or organisation applying
- Details of what the grant would be used for and why
- Details of who will benefit from the grant and how
- Information to support the sum of money being requested ie an itemised budget with quotes/estimates (and VAT position)
- Bank account details for payment of successful grant applications
- Dates of when the grant will be spent, when the parish will benefit and any other timing constraints that are relevant to the application.



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- Your most recent statement of accounts or similar annual financial records, or a copy of the organisations bank statements covering the preceding 3-month period.

Additional supporting documents may be requested by the parish council, where applicable, such as letters of support from partners, confirmation of other funding sources and evidence of any permissions or consent required to complete the project or activity.

Applicants must take reasonable steps to ensure their activities are **inclusive** and comply with equality legislation. Where activities involve children, young people, or vulnerable adults, applicants must confirm appropriate **safeguarding policies**, DBS arrangements, supervision, and risk assessments.

Applicants must hold **adequate insurance** (e.g., public liability) for the activity and any equipment.

8. When should I apply?

Small Grants

Small grants are considered throughout the financial year, and applications are welcome at any point in the year. The Parish Council meets on the third Thursday of each month (except in August and December when there is no regular meeting) and small grant applications received before the agenda is published will usually be considered at the next monthly meeting. Please submit your applications a minimum of 2 weeks before the scheduled meeting date, to ensure inclusion on the agenda.

Large Grants

Grant applications for sums of money over £500 should be submitted by 1st October each year, so they can be factored into budget planning for the following financial year. Successful grant applications will be awarded to organisations and groups in the subsequent financial year.

9. How are decisions made about grant applications?

Each application will be assessed on its own merits. Eligible grant applications will be considered by full council at a public meeting. After reviewing the application and any supporting documents ahead of the meeting, councillors may submit questions for clarification or request additional information or evidence from the applicant. Any such requests will be communicated to the applicant via the clerk and responses circulated to all councillors.

Councillors will evaluate the applications considering the following points

- Will the grant contribution bring direct benefit to the Parish or any part of it, or to all or some of its Parishioners?
- Will the benefit to the parish be commensurate with the proposed expenditure?
- Does the grant contribution comply with legislation, specifically 'discretionary expenditure' under S.137 LGA 1972 and is it within the permitted maximum that is calculated against the relevant population.
- Are there alternative ways to fund the expenditure?
- Will the grant increase or improve facilities in the community?



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- Does the expenditure give value or money?
- Deliverability (track record, governance, partnerships, permissions)
- Environmental and social impact (e.g., carbon reduction, accessibility).
- Risk management and safeguarding where applicable.

Awards will also have regard to the Council's Financial Regulations, Standing Orders, and relevant safeguarding and equality duties.

Councillors may decide to:

- Award a grant equal to the sum of money requested
- Award a grant smaller than the sum of money requested
- Defer consideration to a later date, if additional information is needed to determine the outcome of the application.
- Request the applicant re-applies at a later date, if for example the Grant budget has already been allocated for the year.
- Refuse the application for one or more of the following reasons
 - The application is not eligible or is contrary to the s137 objectives
 - The benefits to the parish are not deemed sufficient or commensurate with the expenditure
 - Requested supporting documents are absent or incomplete
 - Information in the application is inaccurate or incomplete
 - The applicant has not adequately demonstrated the need for a BPC grant

The Council may make the award of any Grant or Donation or subsidy subject to such additional conditions and requirements as it considers appropriate. For example, recipients of a Grant or Donation may be asked to acknowledge the council's support on stationery and promotional material.

10. When will I find out if my application was successful?

Small Grants

Parish Council meetings are open to the public and you are welcome to attend the relevant meeting to answer any questions that arise and to hear the discussion and decisions made. The clerk will follow up in writing, to confirm the decision made by the council; please allow up to 10 working days for confirmation. The decision to award a grant will include the maximum monetary sum available.

Large Grants

Parish Council meetings are open to the public and you are welcome to attend the relevant meeting to answer any questions that arise and to hear the discussion and decisions made. Additional time may be needed to consider any budgetary implications and/or verify costs presented in the application before a final decision is reached. The clerk will follow up in writing, to confirm the decision made by the council; please allow up to 20 working days for confirmation. The decision to award a grant will include the maximum monetary sum available.



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11. What happens after a decision has been made?

The Parish Clerk will confirm the size of the award and any associated conditions in writing, typically within 10 working days of the full council meeting. Successful applications will be recorded in the Council meeting minutes and published on the Council website.

Payment of the grant awarded will normally be made in arrears on receipt of proof of expenditure, or in advance at the Council's discretion, where it is not possible for a group to pay for items without access to the grant. Small Grants must be paid to the applicant within the current financial year and Large Grants will be paid in the following financial year (commencing in the April following submission of application).

It should be noted that payment will be made for the purpose specified in the original application and, if the reason for Grant or Donation support has changed, then a further full application will be required for consideration.

A condition of the grant award is that applicants (or a representative of the funded group or organisation) must attend the subsequent Annual Parish Meeting, typically held in May, to report back on the funded activities. Applicants should also complete a short evaluation form to confirm how the grant was used and how it has benefitted the organisation and parishioners. You can find the evaluation form here blockleyparish.gov.uk.

As all Council money must be properly accounted for, evidence of expenditure, such as receipts, must be supplied. The council reserves the right to request a refund of monies awarded if the evidence supplied is unsatisfactory.

12. Appendix 1 Application form

A copy of the application form is included for information here but may be amended from time to time. Please complete the current application form online blockleyparish.gov.uk or request a current copy of the form from the parish clerk.

13. Appendix 2 Typical Grant Conditions (subject to change)

By accepting a grant, recipients agree that:

- Funds will be spent **only** on the approved purpose within **12 months** of payment unless otherwise agreed.
- **Unused funds** must be returned.
- **Material changes** to the project must be agreed in writing with the Clerk/RFO.
- The Council may **withhold or reclaim** all/part of the grant if conditions are breached or the project cannot proceed.
- Receipts/invoices and evidence of outcomes will be provided.



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- Assets purchased with grant funds for community use should normally remain in the parish; disposal requires the Council's consent.
- The Council may visit the project and publish summaries of outcomes.
- Data provided will be processed in line with the Council's **Privacy Notice**.