

The Orchards and Margaret Marsh Parish Council

GRANT AND DONATION POLICY

1. Introduction

The Orchards and Margaret Marsh Parish Council allocates an annual budget for the awarding of grants and donations. It has the legal powers to award grants to benefit some or all the residents of the Parish area and where the benefit obtained is commensurate with expenditure incurred. Section 137 of the Local Government Act 1972 places restrictions on Parish Councils when making grants to other organisations or bodies and requires that expenditure "...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..." (S137(1)).

2. Definitions

A grant is awarded for a particular defined purpose. A donation is awarded for general purposes. Both will only be awarded for activities that benefit the local Parish.

3. Grant Application Criteria

The Parish Council will consider grants where the application meets the following criteria:

- Groups applying for a grant must demonstrate how their project will directly benefit the area and/or the residents of The Orchards and Margaret Marsh.
- Grants cannot be given to individuals unless it is shown that the individual is carrying out a service which benefits the local population. e.g. A Community First Responder
- Grants will not be given for running costs or salaries.
- Grants are capped at a maximum of £250, although the Council may exceed this limit in exceptional cases.
- Recognition of the grant from The Orchards and Margaret Marsh Parish Council must be made in any publicity material the organisation or group uses.
- All grant recipients must provide the Council with a brief report, including photographs (if applicable) of how the grant has been utilised, how it has assisted the organisation and what it has achieved. This may be published on the Parish Council website.

4. Application details

All requests for grants or donations must be submitted in writing to the Parish Clerk using the Grant Application Form:

- Applications must be made in writing with appropriate accounts, supporting financial information or evidenced projected costings.
- Only one grant will be given to any group or organisation in any financial year (1st April to 31st March) unless there are exceptional circumstances
- The deadline for receipt of applications in any financial year is 31st January.
- Applications meeting the Council's criteria will be discussed at the next Council meeting, and applicants notified in due course.

5. Decision Criteria

Each application will be assessed on its own merits and considered along with any other applications and in the light of the following criteria:

- How well the grant meets the needs of the community and provides positive benefits to the inhabitants

- The overall feasibility of the project
- Whether the costs appear to be appropriate
- How effectively the group will use the grant
- The amount and frequency of any previous awards to an organisation or group

6. Conditions of Funding

Grants will only be awarded to projects specifically designed to benefit The Orchards and Margaret Marsh Parish Council area and its residents.

- Grant payments are dependent on the submission of audited accounts, supporting documents or invoices for project-related expenses.
- Successful applicants must provide payee details and acknowledge receipt of the payment
- If the Parish Council needs to pay suppliers directly, invoices must be sent within 28 days of the event.
- Any unspent funds must be returned to the Parish Council
- If the grant is used for any purpose other than its intended use without prior approval from the Parish Council, the recipient will be required to repay the grant.
- Retrospective applications are not acceptable, i.e. where events or projects have been completed.
- The council reserves the right to refuse any grant application that it considers to be inappropriate or contrary to the objectives of The Orchards and Margaret Marsh Parish Council.
- Applications will not be considered from any organisation that intends to support a political party or discriminate on the grounds of race or religion.

7. Review

The next review date is November 2026.

8. Adoption

This policy was reviewed and adopted by The Orchards and Margaret Marsh Parish Council at the meeting held on Thursday, 20th March 2025.

**Signed: Cllr G Stokes, Chair
Chair, The Orchards' and Margaret Marsh Parish Council**

Date: 20th March 2025

9. Sources and References

Data Protection Act 2018
Local Government Act 1972

10. Revision History

No	Change Type	Updated By	Change Summary	Approval Date
1	Original	OMMPC	Created	9/2022
2	Review	OMMPC	Explanations updated Application form added	3/2025

The Orchards and Margaret Marsh Parish Council

GRANT APPLICATION FORM

Please complete this form, attach the relevant information, and email it to the Parish Clerk.

Email: Clerk@TheOrchardsandMargaretMarsh-PC.org.uk

Details of Organisation	
Name	
Charity Registration number (if applicable)	
Contact Details for Organisation	
Contact Name	
Position within Organisation	
Telephone/Mobile	
Email	
Organisation Address	
Project for which grant is required	
Working title of project	
Overview of project	
Evidence to show project is needed	
Beneficiaries who will benefit from the project	
Other funders	
How will you measure the success of the project?	
Details of Grant Request	
Total Cost of project	
Amount requested	
Date when are the funds required?	

I confirm that all information supplied in this application is correct and acknowledge that our grant application will be subject to additional checks and measures, which may include fraud checks, financial checks & risk registers.

Signature

Date:

Print name here