

# The Orchards and Margaret Marsh Parish Council (Group)

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## 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 31<sup>st</sup> 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. Adoption

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

## 8. Review

The next review date is May 2027

| No | Change Type          | Updated By   | Change Summary   | Approval Date |
|----|----------------------|--------------|--|---------------|
| 1  | <i>Original</i>      | <i>OMMPC</i> | <i>Created</i>   | <i>9/2022</i> |
| 2  | <i>Review</i>        | <i>OMMPC</i> | <i>Explanations updated<br/>Application form added</i> | <i>3/2025</i> |
| 3  | <i>Annual review</i> | <i>OMMPC</i> | <i>No change - minor formatting updates</i>            | <i>5/2026</i> |
|    |                      |              |  |               |
|    |                      |              | <i>Next review</i>                                     | <i>5/2027</i> |

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

**Date: 18<sup>th</sup> May 2026**

## 9. Sources and References

Data Protection Act 2018  
Local Government Act 1972

# The Orchards and Margaret Marsh Parish Council

## GRANT APPLICATION FORM

Before completing this form, please read the councils Grand and Donations Policy.

Grants are awarded to organisations that provide a direct benefit to the residents of East Orchard, West Orchard and Margaret Marsh.

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

Email: [Clerk@orchardsandmargaretmarsh-pc.gov.uk](mailto:Clerk@orchardsandmargaretmarsh-pc.gov.uk)

|   |  |
|---|--|
| <b>1. Organisation Details</b>  |  |
| Name of organisation:<br>Address:<br><br>Website (if applicable):   | Main contact person:<br>Position in organisation:<br><br>Email:<br>Telephone:  |
| Organisation type (please tick):  | <input type="checkbox"/> Registered Charity (Charity No. _____)<br><input type="checkbox"/> Community Group / Voluntary Organisation<br><input type="checkbox"/> Social Enterprise / CIC<br><input type="checkbox"/> Other (please specify): _____             |
| Do you have a constitution or governing document?   | <input type="checkbox"/> Yes (please attach)<br><input type="checkbox"/> No  |
| Does the organisation have its own bank account in its own name? Grants cannot be paid to individuals or personal accounts.                 | <input type="checkbox"/> Yes<br><input type="checkbox"/> No  |
| <b>2. About Your Project / Activity</b>   |  |
| Project name or purpose:<br><br>Short description:<br><br>What will the grant be used for?<br>Please list items or activities to be funded. | Total cost of the project: £ _____<br><br>Amount requested from the Parish Council:<br>£ _____<br><br>If the total cost exceeds the requested amount, how will the balance be covered? Please include other details of other funding sources or contributions: |
| <b>3. Benefit to the Parish</b>   |  |
| Which parish(es) will benefit? (tick all that apply):   | <input type="checkbox"/> East Orchard<br><input type="checkbox"/> West Orchard<br><input type="checkbox"/> Margaret Marsh  |
| Who will benefit and how many people do you expect to reach? (e.g., age group, user group, local residents)                                 |  |
| How will this project/activity benefit the local community? (Explain the positive impact)   |  |
| How will you measure the success of the project?  |  |
| <b>4. Additional Information</b>  |  |
| Have you applied to this council before?<br>If yes, when and for what purpose?  | <input type="checkbox"/> Yes<br><input type="checkbox"/> No  |
| Have you applied elsewhere for funding for this project? If yes, please provide details:  | <input type="checkbox"/> Yes<br><input type="checkbox"/> No  |

|   |  |
|---|--|
| <b>5. Safeguarding (if applicable)</b>  |  |
| Does your project involve children or vulnerable adults?  | <input type="checkbox"/> Yes<br><input type="checkbox"/> No                                  |
| If yes, do you have an appropriate safeguarding policy?   | <input type="checkbox"/> Yes (please attach)<br><input type="checkbox"/> No (please explain) |
| <b>6. Conflicts of Interest</b>   |  |
| Are any parish councillors or staff involved in your organisation (as a member, trustee, volunteer, etc.)? (For transparency only—this does not prevent a grant but ensures proper declaration.)  | <input type="checkbox"/> Yes<br><input type="checkbox"/> No<br>If yes, please give details:  |
| <b>7. Supporting Documents (please tick if attached)</b>  |  |
| <input type="checkbox"/> Constitution / governing document<br><input type="checkbox"/> Latest accounts or bank statement<br><input type="checkbox"/> Project budget or quotes<br><input type="checkbox"/> Safeguarding policy (if applicable)<br><input type="checkbox"/> Any other supporting information  |  |
| <b>8. Declaration</b>   |  |
| I confirm that:   |  |
| <ul style="list-style-type: none"> <li>• I am authorised to make this application on behalf of the organisation;</li> <li>• The information provided is accurate;</li> <li>• I acknowledge that our grant application will be subject to additional checks and measures, which may include fraud checks, financial checks &amp; risk registers</li> <li>• Any grant awarded will be used only for the purposes stated;</li> <li>• I will provide copies of receipts/invoices if requested;</li> <li>• I will provide a short report or photographs after completion of the project;</li> <li>• I agree that the council may publish the name of the organisation, the amount awarded and a brief description of the project.</li> </ul> |  |
| Signed:   | Date:  |
| Name (print):   | Position:  |
| <b>9. Payment Details (if grant is awarded)</b>   |  |
| Payment will be made by BACS only to the organisation's bank account.   | Account name:<br><i>(must be organisation's name):</i>                                       |
| The council may pay suppliers directly if appropriate.  | Bank:<br>Account number:<br>Sort code:   |
| <b>10. Data Protection</b>  |  |
| The council will use the information on this form to assess your application and administer any grant awarded. Personal data will be processed in accordance with the UK GDPR and Data Protection Act 2018. For more information, please see the council's Privacy Notice on our website.   |  |
| <b>11. What happens next?</b>   |  |
| <ul style="list-style-type: none"> <li>• Submit the completed form and supporting documents to: <a href="mailto:clerk@orchardsandmargaretmarsh-pc.gov.uk">clerk@orchardsandmargaretmarsh-pc.gov.uk</a></li> <li>• Applications should be received by 31 January each year.</li> <li>• Applications will normally be considered at the March Parish Council meeting.</li> <li>• You will be notified of the council's decision in writing.</li> </ul>  |  |
| <b><i>Thank you for your application.</i></b>   |  |