



## **GRANT GIVING POLICY**

**2026/30**

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## 1. Purpose

Moreton Say Parish Council (“the Council”) recognises the value of supporting voluntary, charitable and community groups whose activities benefit the residents of Moreton Say and surrounding areas. This Grants Policy sets out how applications for financial assistance will be considered and awarded in a transparent, accountable and lawful manner.

Cash grants awarded under this policy will be compliant with relevant statutory powers available to parish councils, including **Section 137 of the Local Government Act 1972**, subject to the current statutory expenditure limit (for 2026/27 this is £11.60 per elector).

This policy will be reviewed at least every four years or when required by legislative change.

## 2. Eligibility Criteria

A grant application may be considered where:

- a) The activity/project clearly benefits residents of Moreton Say or contributes to the social, cultural, environmental or economic wellbeing of the community.
- b) The applicant is one of the following:
  - A charity (with a valid charity number);
  - A not-for-profit community or voluntary group;
  - A constituted local club or association serving Moreton Say Parish.
- c) A formal application is submitted on the Council’s approved form before the published deadline.

*Individuals are not eligible for grants under this policy.*

## 3. Legal and Policy Compliance

- a) The Council will not award funds for political activities or to support party-political campaigning.
- b) Grants must have a lawful purpose under parish council powers. If no specific power exists, the Council may use its **Section 137 powers** to incur expenditure for community benefit within statutory limits.
- c) Grants must not duplicate statutory funding which should be provided by principal authorities.
- d) The Council may require evidence of safeguarding policies if the project involves children or vulnerable adults.

#### **4. Application Process**

- a) Applications must be submitted **in writing** (using the Council's application form) by the published deadline. Incomplete applications may not be considered.
- b) Supporting documentation must be provided, including:
  - A brief description of the project/activity;
  - Clear budget including other funding sources sought or obtained;
  - Constitution/terms of reference and governance details;
  - Latest annual accounts or financial summary.
- c) Applications will be acknowledged, and the Council will confirm the timetable for consideration.

#### **5. Assessment and Decision Making**

- a) The Council will assess applications at a properly convened meeting, normally by Full Council.
- b) Decisions will be made in accordance with the Council's Standing Orders and Financial Regulations.
- c) The Council may award the full amount requested, a reduced amount, or refuse the application. Decisions are final.
- d) Applicants may be asked to attend the meeting to answer questions.

#### **6. Conditions of Grant**

- a) Grants must be spent only on the activity or project specified in the application.
- b) The Council may require the applicant to enter a Grant Agreement that includes reporting requirements.
- c) Successful recipients may be required to provide simple evidence (receipts, invoices, project update, photographs) showing how the funds were used.
- d) Where applicable, the Council must be acknowledged in publicity and materials relating to the project.
- e) Grants not spent within 12 months may have to be repaid unless otherwise agreed in writing.

## **7. Reporting and Transparency**

- a) The Council shall publish details of grants awarded (recipient organisation, amount, purpose) in its annual governance and accountability documents and on its website, consistent with local transparency requirements.
- b) Financial records shall reflect all grant expenditure and comply with annual audit and governance reporting requirements.

## **8. Conflicts of Interest**

Councillors who have a personal or pecuniary interest in an application must declare it and, where required by law and the Council's Code of Conduct, withdraw from discussions and decisions.

## **9. Review**

Moreton Say Parish Council has committed to reviewing the Grant Giving Policy every 4 years or when changes in legislation, financial regulations, or best practice guidance from NALC require amendment to ensure it is still fit for purpose.

**Adopted Date:** 26<sup>th</sup> March 2026 (Minute Ref: 7 26/03/26)  
**Review Date:** March 2030