



GRANT AWARDING POLICY

The Grant Awarding Policy and its associated Guidance Note / Application Form was first adopted by the Council at its meeting held on 27 November 2025. It is based on the model Society for Local Council Clerks (SLCC) 2019 policy and will be reviewed biennially or in the event of major legislative change.

	Date	Minute Reference
Adopted	27/11/2025	25/255b)
To be effective from	April 2026	
Next Review	November 2027	

GRANT AWARDING POLICY

1. Introduction

1. A grant is any payment made by the Council to be used by an organisation for a specific purpose that will benefit the Parish, or residents of the Parish, and which is not directly controlled or administered by the Council.
2. Nazeing Parish Council awards grants, at its discretion, to Parish organisations which can demonstrate a clear need for financial support to benefit the Parish by:
 - Providing a service;
 - Enhancing the quality of life;
 - Improving the environment;
 - Promoting the Parish of Nazeing in a positive way.
3. The Council will consider applications from non-local organisations who they feel will benefit the local community and grants may be awarded to these at the discretion of the Council.
4. Applications for repairs or improvements to church or ecclesiastically owned properties, of any faith, will be considered where a clear benefit to the wider community can be demonstrated.

2. Application process

- 2.1 The Clerk to the Council will receive all applications in the first instance.
- 2.2 Applicants are to be given the “Grant Awarding Policy” and the “Grant Application Form and Guidance Notes” which should be read carefully before completing and submitting the application information. The Clerk can be contacted for any additional support required.
- 2.3 In addition to the application form organisations may be required to provide the following supporting information:
 - a copy of their written constitution or details of their aims and purpose,
 - full details of the project or activity,
 - demonstration that the grant will be of benefit to the local community within the Parish,
 - the proportion or number of beneficiaries living in the electoral area,
 - demonstration of a clear need for the funding,
 - details of other funds applied for or fund-raised in support of the project,
 - a copy of the previous year’s accounts or, for new initiatives, a detailed budget and business plan.
 - If applicants are providing activities that involve direct contact with vulnerable members of the community, the Parish Council will expect the organisation to have an up-to-date Safeguarding Policy.
- 2.5 Grant applications can be submitted and considered at any time of the year. However, the Council would prefer to receive any expression of interest for a possible grant application exceeding £500 by 30th September of the financial year (April to March) prior to the funds being required, in order that budget provision can be included.

- 2.5 Designated Councillor(s) will collect all the necessary information from the applicant ready for presentation and discussion at the next appropriate Council meeting. The applicant may attend the meeting and present their case to the Council if they wish.
- 2.6 The Council considers applications on the following basis:
- How well the grant will meet the needs of the community.
 - How effectively the organisation will use the grant.
 - Whether the costs are appropriate and realistic.
 - Level of contributions raised locally.
 - Whether the organisation could reasonably have been expected to obtain sufficient funding from a more appropriate source.
 - How the organisation is managed.
- 2.5 The Council will make the decision on which grants to award. All applicants will be contacted following the Council's decision.
- 2.6 The Council has a limited budget each year and guidance can be given to applicants as to how much money is likely to be available in a specific financial year.

3. Conditions of funding

- 3.1 The organisation must be either non-profit or charitable. Applications will not be considered from private organisations operated as a business to make a profit or surplus.
- 3.2 Grants will not be made for routine running cost, administration costs or salaries.
- 3.3 Grants will not be made to individuals.
- 3.4 Grants will not be made retrospectively.
- 3.5 The grant scheme is unable to support:
- Organisations intending to support or oppose any political party or to discriminate on the grounds of sex, race, ethnic origin, nationality, disability, sexual orientation, religion or belief, age or colour;
 - Applications that are believed may compromise animal welfare issues;
 - "Upward funders", i.e. local groups whose fund raising is sent to their central HQ for redistribution.
 - Organisations that intend to pass the grant onto another organisation or charity as a grant from themselves.
- 3.6 Applications will not normally be considered from national organisations or local groups with access to funds from national 'umbrella' or 'parent' organisations, unless funds are not available from their national bodies, or the funds available are inadequate for a specified project.
- 3.7 An organisation should have a bank account in its own name with two authorised representatives required to sign each cheque.
- 3.8 The administration of and accounting for any grant shall be the responsibility of the recipient. All awards must be properly accounted for and evidence of expenditure should be supplied to the Council as requested.

- 3.9 Only one application for a grant will be considered from each organisation in any one financial year, except in the event of any unforeseen urgent event.
- 3.10 Ongoing commitments to award grants or subsidies in future years will not be made. A fresh application will be required each year.
- 3.11 Each application will be assessed on its own merits and to ensure as fair a distribution as possible and the Council will take into account the amount and frequency of previous awards.
- 3.12 The Council may make the award of any grant or subsidy subject to such additional conditions and requirements as it considers appropriate. The Council reserves the right to refuse any grant application which it considers to be inappropriate or against the objectives of the Council.
- 3.13 Any grant must only be used for the purpose for which it was awarded, unless the written approval of the Council has been obtained for a change in use of the grant monies, and any unspent portion of the grant must be returned to the Council by the end of the financial year in which it was awarded.
- 3.15 Organisations that receive a grant will be required to acknowledge the Parish Council's contribution on all publicity/printed material.
- 3.16 Nothing contained herein shall prevent the Council from exercising, at any time, its existing duty or power in respect of providing financial assistance or grants to local or national organisations under the provisions of the Local Government Act 1972, Section 137.

4. Following a successful application

- 4.1 Organisations will be required to acknowledge receipt of the grant.
- 4.2 Confirmation must be submitted to the Council to demonstrate how the grant was spent.
- 4.3 The Council may require photos with agreement from participants and may use the name of the organisation and project on its own social media.
- 4.4 Organisations may be required to participate in the Annual Parish Meeting following the award to present the outcome and impact of receiving the grant.

End of policy.