Noak Bridge Parish Council

Grant Funding Policy

Version	Date Adopted	Minute Reference	Review Date
1	25/03/2026	35/2026/02	March 2029

1. Policy Statement

1.1 Noak Bridge Parish Council is committed to supporting local organisations, groups, and projects that provide clear benefits to the residents of Noak Bridge. Grant funding is intended to strengthen community life, promote inclusion, and ensure resources are used effectively, transparently, and in accordance with the Council's financial regulations.

1.2 This policy applies to all applications for financial assistance from the Parish Council.

2. Eligibility and Conditions

2.1 Applicants must be formally constituted organisations, clubs, or community groups operating within the Parish boundary. Individual applicants are not eligible.

2.2 Projects must provide a direct benefit to residents of Noak Bridge. Projects involving neighbouring areas may be considered if a significant benefit accrues to local residents.

2.3 Grants will normally be awarded towards capital expenditure (equipment, facilities, or one-off improvements). Support for community events, classes, or social/cultural activities may be considered in exceptional circumstances.

2.4 Grants will not be paid retrospectively.

2.5 Applicants must provide a copy of their most recent audited accounts (unless newly constituted) and, if relevant, projected income/expenditure for new groups.

2.6 Applicants must comply with all relevant legislation, including safeguarding, health & safety, and equality requirements.

2.7 Organisations may apply for only one grant per financial year.

2.8 Applicants must have a bank account with at least two signatories and a committee/management structure.

2.9 The Council reserves the right to request additional information before making a decision.

3. Grant Amounts

3.1 Small projects: up to £500.

3.2 Large projects: up to £5,000.

3.3 The Council may award amounts lower than requested depending on available funds and overall budget constraints.

3.4 All grants are subject to the availability of funds and approval by the Council.

4. What Can Be Funded

4.1 The Parish Council will consider grants that broadly support the following themes:

- Community development and safety
- Healthy living
- Environmental care and sustainability

4.2 Eligible expenditure includes:
- Capital items (equipment, facilities, or one-off improvements)
- In exceptional cases, support for events, classes, or training

4.3 The Council will not fund:
- Revenue costs, including staffing or routine running costs
- Fundraising events or appeals
- Animal welfare projects
- Fabric appeals for places of worship
- Hospitals, hospices, or medical centres

4.4 The Council may, at its discretion, consider exceptions in special circumstances.

5. Application Process

5.1 Applications must be submitted using the official grant application form, available from the Clerk or the Council website: www.noakbridgeparishcouncil.gov.uk.

5.2 Applications must be fully completed. Supporting documents may be included but cannot replace answers in the form.

5.3 Assistance in completing the form is available on request, including large-print versions.

5.4 Applications can be submitted at any time but should be received at least two weeks before a scheduled Parish Council meeting to allow consideration.

5.5 Incomplete applications will not be considered.

5.6 Applicants must provide details of previous grants from Noak Bridge Parish Council and any other external funding, including amounts and dates.

5.7 If the application involves building works or the purchase of goods, payment will only be made on completion of works or delivery of goods and receipt of appropriate invoices.

5.8 Grants offered will lapse if the project does not commence within two years of approval unless otherwise agreed.

5.9 The decision of the Parish Council is final, and there is no right of appeal. Applicants will be notified in writing of the outcome, including any conditions attached to an award.

6. Payment of Grant

6.1 Payment will normally be made on receipt of invoices or evidence of expenditure.

6.2 Applicants must provide the name to which the grant payment should be made, and relevant bank account details.

6.3 For building works or equipment purchases, proof of completion or delivery may be required before payment.

6.4 If expenditure is not evidenced within 12 months of project completion, the grant may be withdrawn unless otherwise agreed.

7. Monitoring and Evaluation

7.1 Grants must be used solely for the purposes stated in the application. Misuse may result in withdrawal of funding or repayment of the grant.
7.2 Successful applicants must provide a written report within three months of project completion, including financial evidence and outcomes.

7.3 Groups may be invited to present their project at the Annual Parish Meeting.

7.4 Failure to comply with reporting requirements may affect eligibility for future grants.

8. Conflict of Interest

8.1 Councillors must declare any personal or financial interest in grant applications and will not participate in decisions where a conflict exists.

9. Publicity

9.1 The Parish Council encourages recipients to acknowledge the Council's support in project materials, events, or communications.

10. Equality and Diversity

10.1 The Council aims to support projects that promote equality, diversity, and inclusion within the community.

11. Applicant Declaration

11.1 All applicants must sign a declaration confirming:
- The information provided is true and accurate.
- Any funding awarded will be used solely for the purposes approved.
- The applicant will comply with all conditions attached to the grant, including monitoring and reporting requirements.

12. Policy Review

12.1 This policy will be reviewed at least once every three years, or sooner if required due to legislative changes, financial regulations, or council priorities.

Guidance Notes for Organisations

1. **Organisation applying** – Give the full name of your group.
2. **Project Title** – A short description, e.g., "Equipment for Community Garden."
3. **Full description** – Outline what your project will do, who will benefit, and how. Include what has already been achieved and how the project fits into wider plans.
4. **Total Value of Project** – Provide estimated costs for all elements of the project, even if you are not asking the Council to fund them all.
5. **Other Funding** – Give details of other funding secured or applied for, including fundraising or volunteer contributions.
6. **Grant Requested** – Clearly state the amount of funding sought from the Parish Council.
7. **Benefits to Community** – Explain how the project will improve life for residents of Noak Bridge.