

Grant / Donation Awarding Policy

Purpose

North Leigh Parish Council ("The Council") is committed to giving financial support to local initiatives but has a responsibility to distribute grants/donations in a fair and equitable manner to reflect the value of the organisations, services, or activities to the residents of North Leigh. To this end the Council will consider only granting/donating to organisations, services or activities that can demonstrate the money will make a real difference to the services that they offer to the Parish.

Introduction to Policy

A grant is any payment made by the Council to an organisation to be used by that organisation for a specific purpose. A donation is any payment made to that organisation for general purposes that will benefit the Parish, or residents of the Parish, and that organisation is not directly controlled or administered by the Council.

Section 137

Section 137 of the Local Government Act enables local councils to spend a limited amount of money for purposes for which they have no other statutory duty. The amount a council can spend is limited to a fixed sum per elector set by Government for any financial year multiplied by the number of persons on the Electoral Register.

Budgeting within the Council's Precept

The Council sets aside funds for the purpose when setting its annual precept. Whilst regular requests may often be anticipated, the Council will also reserve funds for unexpected grant/donation requests.

Grant/Donation Application Process

Grant/donation requests are to be made to the Parish Clerk using the application form on the website ([Policies and Key Documents – North Leigh Parish \(northleighparishcouncil.gov.uk\)](http://Policies and Key Documents – North Leigh Parish (northleighparishcouncil.gov.uk))) and will usually be considered by the Council at its January, April, July and October Full Council meetings. The Council will consider each request individually, and the Council will consider each request on its own merits

The Council will make the decision on which grants/donations to award. The Parish Clerk will contact all applicants following the Council's decision.

The Council will award grants/donations, at its discretion, to organisations that can demonstrate a clear need for financial support and can demonstrate that such grants/donations will benefit all or some residents of the Parish by:

- providing a service;
- enhancing the quality of life;
- improving recreation and / or sports;
- improving the environment;

- promoting the Parish in a positive way.

Conditions of Funding

1. The organisation must be either a local non-profit voluntary organisation which can demonstrate accountable management and finances or a UK charity registered with the Charity Commission for England and Wales.
2. The Council will not consider any applications that are from private organisations operated as a business to make a profit or surplus.
3. The Council will not make grants/donations to individuals.
4. The Council will not make grants/donations retrospectively.
5. The Council will not make grants/donations to fund political activities
6. The Council will not normally consider applications 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.
7. The Council will not normally make a donation to an organisation if that organisation has existing reserves that:
 - a. Exceed the amount requested and
 - b. The reserves are in excess of the annual running costs of the organisation, less any expected income for the coming financial year.

With regard to the above, the requesting organisation is required to provide 2 years of accounts as required in the grant application form.

8. The organisation must have a UK bank account in the name of the non-profit or charity with two authorised signatories. Grants/donations from the Council can only be paid into this account
9. The administration of and accounting for any grant/donation shall be the responsibility of the recipient. All awards must be properly accounted for by the recipient, and evidence of expenditure should be supplied by the recipient to the Council when requested by the Council. The Council reserves the right to request repayment of the funds where applications don't comply with these rules.
10. The Council will only consider one grant/donation application from each organisation in any one financial year.
11. The grant or donation amount awarded will be considered and decided at the discretion of the Council. Requests for grants or donations in excess of £2000 are unusual although they can be considered in exceptional circumstances.
12. The Council will not make ongoing commitments to award grants/donations or subsidies in future years. An organisation will be required to make a fresh application each year.

13. The Council will assess each application on the application's own merits.

14. The Council may make the award of any grant/donation subject to such additional conditions and requirements as it considers appropriate. The Council reserves the right to refuse any grant/donation application which it considers to be inappropriate or against the objectives or principles of the Council.

15. Any grant/donation 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/donation monies. By the end of the financial year following the year in which the grant/donation was awarded, the organisation will be required to provide a summary in writing of how the funds were used and any portion of the grant/donation unspent by this deadline must be returned to the Council immediately.

16. The Council may make the award of any grant/donation as it considers appropriate in the event of any unforeseen urgent or emergency event. In this case the council may at its discretion override any of the requirements of the previous points.

17. 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/donations to local or national organisations under the provisions of the Local Government Act 1972, Section 137.

The policy and procedures are based on the principles of fairness, responsiveness to local need, generosity, and accountability. This policy was adopted by North Leigh Parish Council at its meeting on the 14th May 2026 and will be reviewed annually at the Annual Parish Council meeting.