April 2026

GRANTS POLICY

1. Colwick Parish Council will set an annual budget for grants – the total amount available may vary from year to year.

2. Requests will only be accepted on the Council's application form, and with appropriate supplementary information supplied as requested.

3. The maximum amount of grant which will be awarded is £500.

4. Where a grant is given, the Council will require a short written report of how the money has been used within 6 months of the grant being paid. Evidence of expenditure such as receipts/invoices will be required.

5. The report must be given to the Clerk to the Council, and will then become a document which members of the public have a right to inspect under the provision of Section 228 of the Local Government Act 1972 and the Freedom of Information Act 2000.

6. The Council will not normally fund more than 50% of a project, and evidence of other funding will be required.

7. Applicants may be invited to attend a Council meeting to explain the application to councillors.

8. Should there be more applications than funds available, smaller amounts than have been applied for may be offered.

9. The Council will not normally make grants to organisations outside of the parish, unless there are direct benefits to the parish.

10. Recipients will be required to acknowledge Council support on any promotional material.

11. The Council will only consider one application per project in any one financial year, but an organisation may apply for funding for more than one project in the same financial year.

12. Evidence of having a child protection policy and appropriate safeguarding procedures in place may be requested, as part of the conditions of grant aid being awarded.

13. Grants that run over a period of more than one year will not normally be considered. In exceptional circumstances, the Council may do so, if an application is supported by a robust business plan and evidence of need – if you wish to discuss this possibility further, please contact the Clerk to the Council in the first instance, and before completing a form.

14. When evaluating an application, the Council will take into account the following:

- Does the Council have a legal power to incur expenditure on the activity?

- Will all or part of the area, or some or all of the inhabitants, benefit?
- Does the proposed project meet the priorities and objectives set out in the Council Action Plan?
- Has the applicant demonstrated initiative in fund-raising for any required match?
- Has the applicant applied to other organisations/outside bodies for funding?
- If the body applying for grant aid employs staff, is it a registered charity, public body or community interest company?

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GRANT APPLICATION FORM

Please read the council's policy for awarding grants before completing this form. ***You may use a continuation sheet for your application if necessary.***

Name of organisation making the application:		
Name of person to whom correspondence should be addressed:	Address for correspondence:	
Payee for grant payment including bank details:	Daytime tel no/email address:	
Details of the organisation and its activities:	Amount of grant applied for:	
What is the grant for, and who will benefit? (Give full details)		
Have you applied to any other body for a grant towards this project? (If yes, please give details)		
How else do you raise income? (Give details of subscriptions, fund-raising, contributions 'in kind', etc)		
What age/ethnic groups do you cater for?	Total membership:	Are you a registered charity? (If yes, please provide your registration no.)
Signature of authorised applicant: (eg. Chairman, President, Leader, Secretary, etc.)		

A copy of key background documents such as last year's accounts, the minutes of the last AGM and the organisation's current Constitution or Rules may be requested prior to consideration.

For parish/town council use only:

Date of meeting at which application considered	
Minute no. of decision	
Power used to make grant	
Date of payment	
Cheque no/Bacs Reference	