

# TORMARTON PARISH COUNCIL

## GRANTS POLICY

| Version | Date adopted | Minute ref.         | Notes  | Review due |
|---------|--------------|---------------------|--|------------|
| 2.0     | 12/05/2025   | 12/05/2025 – No. 12 |  | May 2026   |
| 2.1     | 15/06/2026   | 2026-06/9.1.5       | Rewording and reformatting to improve clarity and flow.<br>Removal of reference to s137 and associated legal restrictions (council has declared General Power of Competence.)<br>Added review period of two years. | June 2028  |

### Introduction

Tormarton Parish Council may offer grants that benefit the local community. All eligible groups and organisations can apply for a grant.

All grant funding will only be given to groups, organisations and projects which represent the residents of Tormarton and/or West Littleton, and which demonstrate a long-term benefit to the community.

Grant funding is only offered to groups and organisations and will not normally be paid to individuals or businesses.

Grant funding applications will be accepted between the 1<sup>st</sup> May and the 1<sup>st</sup> February in the following year. This is to ensure that grant applications are considered within the council's current financial year. The review of any grant applications received after 1<sup>st</sup> February will be deferred until the next financial year.

In an emergency, the council reserves the right to approve a grant outside the above time period if the following applies:

- A cut to service or provision in the area.
- Immediate running costs to ensure the provision is retained.
- An immediate impact the local community.

### Scope

The policy applies to all grant funding awarded by the Parish Council.

### Grants Available

Tormarton Parish Council is empowered to award grants to groups running projects in Tormarton or benefiting the residents of Tormarton parish area, for example: play schemes, environmental improvements, youth projects, elderly persons, groups, cultural activities, recreational activities, international links.

The Parish Council reserves the right to use discretion in the operation of this grants policy.

Priority will be given to groups which benefit the residents of the parish **and** which demonstrate a long-term benefit to the community.

Grant awards are typically for small sums of up to £500. The council may award higher value grants at their discretion.

Applications will not normally be considered from the following:

- Individuals
- Organisations which support or oppose any political party
- Organisations that discriminate on the grounds of sex, race, disability, sexual orientation, religion and belief, age or
- Organisations or establishments for whom Central Government, Health Authorities, County or District Councils are the appropriate statutory funder.

### **Application Process**

A Grant Application Form (available from the Clerk or via the council's website) must be completed and returned by one of the following methods:

- By email to the clerk – [clerk@tormarton-pc.gov.uk](mailto:clerk@tormarton-pc.gov.uk)
- By post or by hand to Tormarton Parish Council c/o Tormarton Village Hall, Tormarton, Badminton GL9 1HU
- By hand to any of the parish council members.

Applicants should also supply:

- evidence of your organisation's present bank balance
- latest annual accounts
- copy of your constitution or other governing document, if applicable
- copy of the organisation's Equal Opportunities Policy or equivalent, if applicable

Please complete all questions. If a question does not apply then indicate this in your answer. Failure to give the relevant information may delay your application.

If you need further clarification or further assistance in the completion of the application, then please contact the Parish Clerk.

The Council will consider grant applications at the next scheduled meeting, providing the application is received at least a week before the meeting. Any later receipts will be postponed for consideration at the following meeting.

The Council considers grants between 1st May and 1<sup>st</sup> February and does not normally consider grants submitted after the 1<sup>st</sup> February except in exceptional circumstances.

Grant applications are not normally considered in retrospect.

### **Payment and follow-up**

Following approval, grant funds will be paid by bank transfer to the nominated bank account.

Successful grant applicants must provide a formal receipt for the funds received. This can be in the form of a letter or email to the Parish Clerk.

The council reserves the right to request proof of the use of the grant for the purpose stated.

All opportunities should be taken to recognise assistance from Tormarton Parish Council. Any relevant printed material or social media posts should include a statement that the group or organisation has received financial assistance from Tormarton Parish Council.

Applicants may be approached by Tormarton Parish Council to present to the Annual Parish Meeting about the funded project or to contribute items towards a display which depicts activities within the community that have been supported by the Council. In order that your project is represented, please retain photographs, programmes, press cuttings etc. for this purpose.

### **Policy review**

This policy will be reviewed at least once every two years.

The clerk is responsible for bringing forward the review should any change in legislation or best practice recommendations require such action.