**INGHAM PARISH COUNCIL Grants Policy**

1. Ingham 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(s) which will be awarded is £1000 in each year.
4. Applications for amounts over £500 need to be made prior to September each year, for consideration when the Council is preparing its budget for the next financial year.
5. Where a grant of over £500 is given, the Council will require a written report of how the money has been used within 6 months of the grant being paid – in the form of an annual report or set of accounts that clearly identify the expenditure. Other evidence such as receipts may be requested.
6. 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.
7. The Council will not normally fund more than 50% of a project, and evidence of other funding will be required.
8. Applicants may be invited to attend a Council meeting to explain the application to councillors.
9. Should there be more applications than funds available, smaller amounts than have been applied for may be offered.
10. The Council will not normally make grants to organisations outside of the parish, unless there are direct benefits to the parish.
11. Recipients may be asked to acknowledge Council support on any promotional material.
12. 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.
13. If the organisation applying for a grant owns/leases property which others hire, the council will expect to see a distinction between not-for-profit and for-profit hirers in the rates charged (businesses will not be subsidised with public grants).
14. If the organisation applying for a grant employs staff, a full breakdown of the staffing costs must Evidence of having a safe guarding policy in place may be requested, as part of the conditions of grant aid being awarded.
15. 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.
16. The grant will not be given for the day to day running costs of an organisation/ club.
17. Individuals cannot apply for a grant.
18. 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?

Has the applicant demonstrated initiative in fund-raising?

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?

**Ingham Parish Council**

**Grant Application Form**

**Applicable to the financial year 2025/2026**

Please read the following instructions carefully and ensure that you provide the

necessary information. The Parish Council has a limited budget and cannot

guarantee to make a full or partial award against every application.

Please note that the Parish Council is required to comply with the following:

• All applications must be addressed to the Clerk to the Parish Council.

• The Parish Council is unable to accept applications from an individual

• The Parish Council must treat eligible applications with equality.

• Current Audit and Account Regulations demand that grants are awarded

against a ‘proven need’, that the proposed expenditure is of benefit to the

‘whole or some of the local community’ and that the funds awarded have

ultimately been used in a manner consistent with the original grant

application.

• Please submit your application using this form by the deadline of 30th June

2025. (Applications received after this deadline may be considered at

Council’s discretion and subject to there still being funding available).

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Your organisation:

1. Organisation Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

2. Type of organisation (e.g., Charity, membership association):

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

3. Contact Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

 Contact Address: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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 Contact Tel: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

 Contact Email: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

4. Charity registration number (if applicable): \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Additional information about your organisation which must be provided with your

application (please quote N/A if not relevant to your organisation):

a) Your audited accounts covering the most recent annual accounting period.

b) A list of the appointed/elected officers of the organisation.

c) A copy of your constitution.

**What you want the grant for:**

5. The total cost of the project or the total running cost (e.g., of a club or building):

6.The amount of grant funding sought from the Parish council:

7.The amount of grant funding sought from other awarding bodies – if any (please

identify which bodies):

8.Please explain what the proposed expenditure is for (We will not offer grants for the running costs of your organisation):

9.Please quantify the community benefit (e.g., by setting out the activities supported, the head count of people who would benefit from the proposed expenditure, the area of open space maintained, the future savings achieved, the maintenance of an important facility or service):

Please note that all grant applications received by the deadline will be considered at a meeting of the Full Council in July. If your application is successful, you will be required within 12 months to confirm that the funds have been expended in the manner proposed.

You will be required to acknowledge the Council’s support on all promotional material relating to the project this grant has been awarded for. Details of all grant recipients will be included in the Council’s Annual Report and will be shared at the Annual Parish Meeting.

Please sign to confirm that you understand the obligations placed upon both your

organisation and the Parish Council.

Yours signature: Date:

Your name (printed):

Your position within the organisation:

Please continue on a separate piece of paper if necessary. Please return the completed form together with the required information about your organisation to:

Gavin Monks

Parish Clerk

Email: inghampc@gmail.com

Bramley House

Church Street

Glentworth

DN215DG

Version 1.0 Reviewed and adopted 5/2/24

Version 1.1 Reviewed 10/2/25 and amended points 3,4, 5, 16 & 17

Next review May 2026