WEST KEAL AND KEAL COTES PARISH COUNCIL GRANTS POLICY

1. West Keal and Keal Cotes 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 £100

4. Applications for amounts over £100 need to be made prior to 31st October each year, for consideration when the Council is preparing its budget for the next financial year.

5. Where a grant of over £100 is given, the Council will require a written report of how the money has been used within 12 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 be included with the application.

15. Evidence of having a child protection policy in place may be requested, as part of the conditions of grant aid being awarded.

16. 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.

17. 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?

Reviewed September 2026