BARLASTON PARISH COUNCIL

GRANTS POLICY

BPC01-10

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Revision History

This document was originally written by:

Name	**Position**	**Date**
Vivien O'Dunne	Clerk	June 2026

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The Parish Council	9 June 2026

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Version	**Issue Date**	**Document ID**	**Reason for Change**	**Section changed**
1	9 June 2026	BPC01-10	New Policy	

1. Introduction

Barlaston Parish Council recognises the important contribution made by local voluntary groups, charities and community organisations to the wellbeing of the parish and its residents.

The Council has powers under the Local Government Act 1972 (Section 137) and other legislation to award grants to organisations which provide activities, services or projects that benefit the community of Barlaston.

As the Council is funded through public money raised from local taxpayers, all grant applications will be considered carefully to ensure that awards represent value for money and provide clear community benefit.

Grant funding is discretionary and the awarding of a grant in one year does not create any ongoing commitment by the Parish Council.

2. Aims of the Grant Scheme

The Parish Council aims to support projects and organisations which:

- Benefit residents of Barlaston parish
- Improve the quality of life within the parish
- Encourage community participation and inclusion
- Support recreational, environmental or cultural activities
- Assist vulnerable or disadvantaged residents
- Promote local pride and community spirit
- Improve local facilities or services
- Support new community initiatives and projects

3. What Grants May Be Awarded For

Applications may be considered for:

1. The purchase of equipment, either in part or in full
2. Small start-up grants for new community groups or initiatives
3. Training activities or external trainers
4. Projects or activities that benefit the parish or raise its profile
5. Community events, celebrations or commemorations
6. Recreational, sporting or environmental projects

7. Projects supporting health, wellbeing or social inclusion
8. Transport costs associated with community activities
9. Running costs where a group is experiencing temporary hardship
10. Capital projects or improvements to community facilities

The Council will not normally fund activities or services which it considers to be the responsibility of another statutory authority.

4. Eligibility
Applications will normally only be considered from:

- Registered charities
- Voluntary groups
- Community organisations
- Not-for-profit organisations
- Sports clubs or recreational groups
- Community Interest Companies operating on a not-for-profit basis

Organisations based outside the parish may apply where they can clearly demonstrate **direct** benefit to residents of Barlaston.

5. Exclusions
Grants will not normally be awarded:

- To individuals
- To commercial organisations operating for profit
- To political parties or organisations
- For activities of a predominantly religious nature
- For retrospective funding where costs have already been incurred
- For purposes where there is a statutory duty on another public body to provide funding
- For repeated requests for the same item or purpose without good reason
- To organisations with excessive unrestricted reserves unless a clear justification is provided

In accordance with the Local Government Act 1894, the Council cannot provide financial assistance for property relating to a church or held for an ecclesiastical charity.

6. Conditions of Grant Awards
The following conditions shall apply to all grants awarded:

1. The grant must be used solely for the purpose stated in the application.
2. If the organisation is unable to use the grant for the agreed purpose, the Council must be informed and reserves the right to request repayment.
3. Grants must be properly accounted for and evidence of expenditure must be supplied upon request.
4. Organisations receiving grants of £500 or more may be required to provide a short report explaining how the funding was used and the benefits achieved.
5. Any unspent grant monies must be returned to the Parish Council unless otherwise agreed.
6. The award of a grant in one year does not imply any future commitment by the Council.
7. The Council reserves the right to request repayment of all or part of a grant if it is not satisfied that the funding has been used appropriately.
8. Applicants will be required to acknowledge the support of Barlaston Parish Council in publicity or promotional material where appropriate.
9. Additional applications within a 12-month period will not normally be considered unless they relate to a distinctly separate project or exceptional circumstances.
10. Where appropriate, applicants may be asked to provide quotations or estimates for proposed expenditure.
11. The Council encourages applicants to consider sustainability and environmentally responsible practices where possible.

7. Application Process
Applications must be made using the Council's grant application form and submitted to the Clerk.

Applications should normally include:

- Details of the organisation and its activities
- The purpose of the grant request
- Details of how the project will benefit Barlaston residents
- The amount requested
- A breakdown of anticipated expenditure
- Details of any additional funding applied for or secured

- A copy of the organisation's latest accounts or financial statement
- Evidence that the organisation has an appropriately managed bank account
- Copies of quotations or estimates where relevant

The Parish Council may request additional information before determining an application.

8. Assessment of Applications
Applications will be assessed against:

- The level of benefit to residents of Barlaston
- The need for financial assistance
- Value for money
- The sustainability and viability of the project or organisation
- The availability of Council funds
- Whether the application supports the Council's objectives and priorities

The Council reserves the right to award all, part or none of the amount requested.

9. Grant Limits
The Parish Council will determine an annual grants budget as part of its budget-setting process.

There is no automatic entitlement to funding.

Small grant applications will normally be expected to be proportionate to the scale of the organisation and project. Applicants seeking larger awards are encouraged to discuss proposals with the Clerk before submitting an application.

10. Monitoring and Review
The Council reserves the right to monitor the use of grant funding and request evidence that the grant has been used for the approved purpose.

This policy will be reviewed every 3 years by the Parish Council

David Borasinski 09 June 2026

Chairman Date