



Waldringfield Parish Council

Grant Awarding Policy and Procedure

Re-adopted 12 May 2026

Waldringfield Parish Council

Grant Awarding Policy and Procedure

1. Introduction

1.1. Under the Local Government Act 1972, S137, the Waldringfield Parish Council (WPC) has established a General Grants Fund (the balance of which may roll forward from year to year) and, at its discretion, may award grants to community organisations¹ in accordance with this policy.

1.2. The sum to be allocated to the Council's Grants Budget will be set annually as part of the Council's budget-setting process and is subject to the Section 137 restrictions.

2. Scope

2.1. This policy is available to local clubs, societies and community organisations within the Parish boundaries, who are able to demonstrate that their activities provide benefit to the local community through:

- 2.1.1. providing or enhancing a community service
- 2.1.2. improving the quality of life in the village including through local amenity improvement
- 2.1.3. enhancing the environment
- 2.1.4. positive promotion of Waldringfield itself

3. General

3.1. The contribution made by many organisations and community groups to the well-being of the local community is recognised by the WPC as important to our residents.

3.2. The purpose of any Grant given by the WPC is to support initiatives, programmes or services within the local community for the benefit of the residents of Waldringfield that are not otherwise funded by the Council.

3.3. It is important that each application is supported by the detailed information called for on the Application Form.

4. Conditions of Funding

4.1. Applicants must be non-profit making or charitable in their primary function.

¹ For reference, Section 137 of the Local Government Act 1972 gives the power to the Parish Council to 'incur expenditure for certain purposes not otherwise authorised', as long as it 'is in the interests of, and will bring direct benefit to, their area or any part of it or all or some of its inhabitants.' There is, however, a limit. The figure for 2025-26 is £11.10 per person on the electoral role.

4.2. Applications will **not** be accepted from:

- 4.2.1. Individuals
 - 4.2.2. Any organisations intending to support or oppose any particular political party or to discriminate on the grounds of race or religion
 - 4.2.3. Profit or surplus making private businesses
 - 4.2.4. Local groups whose fund raising is sent to their central HQ for redistribution
- 4.3. All applications must demonstrate clearly how a Grant will be of benefit to the local community and its residents within the Parish.
- 4.4. An organisation is required to submit accounts for the previous financial year or, in the case of a newly formed organisation, a detailed budget.
- 4.5. As a general rule, grants will not exceed 50% of the project or activity costs, except where the organisation or project is very small and dependent on the Council's funding and the activity is central to one or more of the Council's core objectives.
- 4.6. As a general rule, no grant will be made retrospectively
- 4.7. Each application will be assessed on its own merits however, the Parish Council will take into account the amount and frequency of previous Grants.
- 4.8. Applications may be made at any time during any one financial year – but the earliest an application can be considered is in May.
- 4.9. Applications will be considered at the next available Full Council meeting, following the application subject to paragraph 4.8 above
- 4.10. Ongoing commitments to fund future years will not be made. A fresh application will be required each year.
- 4.11. Only one grant will be considered for an organisation during the year unless there are exceptional circumstances.
- 4.12. The Council may make the Grant awarded subject to such additional conditions and requirements, as it considers appropriate.
- 4.13. The administration of and accounting for any Grant will be the responsibility of the recipient.
- 4.14. This scheme will be publicised by the Parish Council on its website.

5. Procedure

- 5.1. An Application Form (at Appendix A) should be completed by the responsible person for the organisation (Chair, Treasurer etc)
- 5.2. The application form should include a description of the aims and purpose of the organisation/project, the beneficial extent to residents (approximate number) and why this funding is needed. Absence of this information may jeopardise the success of the application.
- 5.3. A copy of the organisation's latest annual set of accounts will be required to support any application for £200 and over.
- 5.4. All applicants will be advised in writing of the success or failure of their applications.
- 5.5. Any Grant approved will be payable to the named bank account of the requesting organisation and not to any individual.

APPENDIX A

Waldringfield Parish Council Community Grant Application Form

Please refer to the Parish Council's Grant Awarding Policy and Procedures before completing this form, providing the information requested. If a copy does not accompany this form, the document will be available on the Parish website under 'Parish Council – Policies'

Name of Group			
Contact person			
Position held			
Address			
Telephone no.			
Charity status			
Amount Requested			
Project description (reason for funding request) – What will you use the funding for			
Does this project provide or enhance a local service and/or improve the quality of life and/or enhance the environment in the village and/or positively promote waldringfield itself?	<i>(Please attach additional pages/pictures/plans/spreadsheets should this be required)</i>		
Signed (signature, position and date)			
Organisation's Bank details	Account Name	Sort Code	Account no.