



Grant Awarding Policy 2025 - 2026

Introduction to Policy

A grant is any payment made by the Council to be used by an organisation for a specific purpose that will benefit the Parish, or residents of the Parish, and which is not directly controlled or administered by the Council. The Council awards grants, at its discretion, to Parish organisations which can demonstrate a clear need for financial support to benefit the Parish by:

- Providing a service
- Enhancing the quality of life
- Improving the environment
- Promoting the Parish of Denham in a positive way

Grant Application Process

The Clerk will receive notification via telephone, or email communication to request a copy of the Grant application form. A copy of this policy will be sent out along with a copy of the application form (Appendix A).

We will request that all applicants complete the application form and answer all the questions.

We request a **copy of your accounts** when submitting the Grant application form through to Denham Parish Council.

The purpose is for the Finance committee to consider all relevant information when a Grant application has been submitted for consideration.

If the Finance committee agrees to the Grant application, it will then go through to the Full Council with a recommendation for consideration.

They may require additional information to be provided to support the application process or may decide to reject the request that has been submitted for a variety of reasons.

Priorities for Support

Each year during the budget preparation process, the Council will allocate a certain amount of money to be allocated towards Grant applications. Please note that this amount allocated within the budget is based upon Section 137 Monies that can be used to assist voluntary organisations with events or provide a service that will directly benefit residents in the parish.

In January we are notified by the amount that can be used, this has been provided through the National Association of Local Councils by the Government Department of Levelling-Up, Housing and Communities.

This relates to Section 137(4)(a) of the Local Government Act 1972. This amount relates to non-statutory expenditure that will benefit the local community. The expenditure amount cannot exceed the amount allocated as per Schedule 12B Local Government Act 1972.

Therefore, the amount of money that is requested from Denham Parish Council should be proportionate to your application for consideration.

Also, whether you have applied for funding from other sources, as part of your application process.

Each Grant application will be considered upon its own merits. Where situations have been previously considered (whether successful or not) any due diligence undertaken to reach an earlier decision will be made available to the members of the Finance committee.

The amount of work or number of projects that can be supported by members of the Finance committee is necessarily limited to the amount of funds that are available for distribution each year.

They may decide to partially support a project between financial years, if funds are limited and depending on when the application has been received.

Type of Grant Support

The type of Grant support being requested should be directly related to Denham Parish area.

How it will benefit the community of Denham Parish.

What activities are being proposed and will it benefit a particular sector of the community.

Have you already applied for a grant from another organisation, if so which organisation?

Are you looking for a top-up to an existing grant that has already been granted.

Conditions of Funding

The organisation must be either non-profit or charitable. Applications will not be considered from private organisations operated as a business to make a profit or surplus.

Grants will not be made to individuals.

Grants will not be made retrospectively.

Applications will not normally be considered from national organisations or local groups with access to funds from national 'umbrella' or 'parent' organisations, unless funds are not available from their national bodies, or the funds available are inadequate for a specified project.

An organisation should have a bank account in its own name.

The administration of and accounting for any grant shall be the responsibility of the recipient. All awards must be properly accounted for, and evidence of expenditure should be supplied to the Council as requested.

Only one application for a grant will be considered from each organisation in any one financial year.

Ongoing commitments to award grants or subsidies in future years will not be made. A fresh application will be required each year.

Each application will be assessed on its own merits.

The Council may make the award of any grant or subsidy subject to such additional conditions and requirements as it considers appropriate. The Council reserves the right to refuse any grant application which it considers to be inappropriate or against the objectives of the Council.

Any grant must only be used for the purpose for which it was awarded unless the written approval of the Council has been obtained for a change in use of the grant monies, and that any unspent portion of the grant must be returned to the Council by the end of the financial year in which it was awarded.

The Council may make the award of any grant or subsidy as it considers appropriate in the event of any unforeseen urgent event.

Nothing contained herein shall prevent the Council from exercising, at any time, its existing duty or power in respect of providing financial assistance or grants to local or national organisations under the provisions of the Local Government Act 1972, Section 137.



Grants to outside bodies: Application Form 2025/26

If there is not enough space on the grant application form for your responses, please use a separate sheet (if necessary). Please refer to the number of the question below that you are responding to.

- 1. Name of Group or Organisation** (include Charity Commission registered number if applicable:

- 2. Is your Group strictly a non-profit organisation?**

- 3. Name and position of the contact person in your organisation:**

- 4. Address, telephone number and email address of contact person:**

- 5. Details of why you would like a grant to support a particular project.** Evidence of the impact on the Community of Denham Parish would be helpful:

- 6. Total cost of project** (if applicable):

- 7. Amount of Grant requested:**

8. Please outline the reasons that your organisation requires financial support:

9. Please attach a copy of the most recent yearly accounts for your organisation.

10. Does your organisation make a charge for the services it provides and if so, how much in percentage terms do the charges collected contribute to the total required?

11. Please give details about paid and voluntary workers within your organisation:

12. Has your organisation sought funding from other organisations for either the current or next financial year? If so, please give full details:

13. If you have received a grant from the Parish Council before, please explain how in practice it benefitted your organisation: