



Grants Policy

Background

The Parish Council sets aside a small amount of money each year to allocate to organisations that benefit its parishioners. This will be in the form of either a donation or a grant.

Legislation

The Parish Council is governed by the rules set out in the Local Government Act 1972 (section 137) which states that the money must be spent on purposes for the direct benefit of the parish, or part of the parish, or to some or all of the inhabitants and be commensurate with the expenditure incurred.

It is unlawful for a Council to contribute to an individual, charity or public service body operating overseas.

No further amount should be allocated from the annual budget if the money is committed before the end of the financial year.

Who is Eligible to Apply?

To be eligible of an award under the Section 137 allocation, an organisation must :

- Be established for charitable, benevolent, social, cultural, recreational or philanthropic purposes;
- Have a constitution, or set of rules, which define its aims, objectives and operational procedures;
- Be able to provide a copy of its latest annual accounts and be able to demonstrate that the accounts are checked and signed by a person independent to the group;
- Have a bank account operated by a minimum of at least two joint signatories.

What can be Funded?

- The project should be something which makes the local community a better place in which to live, work or visit;
- It should benefit people who live in the parish;

- There must be clear evidence that local people support the project and are involved in carrying it out

What is not Eligible under the Section 137 Allocation?

- Support for individuals or private business projects;
- Financing the aims of political or religious organisations;
- The running costs of any organisation;
- National organisations not based locally;
- Projects which include overseas travel;
- Projects which are the prime statutory responsibility of other government bodies;
- Projects which improve or benefit privately owned land or property;
- Projects which have already been completed or will have been completed by the time the grant is made.

Additional Information

Groups and organisations will be expected to show evidence of fund raising with the Parish Council being asked to match-fund.

Checks will be made to ensure that all expenditure is used for the purpose for which it was agreed. If any variation to the agreed amount is required, it must be approved by Caister Parish Council or the funding will be cancelled, and the grant repaid. Random checks may be made by an appointed person.

Except in the case of donations, full accounts and copies of relevant receipts and invoices will be required.

An annual budget for grants will be allocated at the Finance Meeting in November and then approved by the Full Parish Council in April.

Any donations made by a member of the public to Caister Parish Council for a specific project will be passed on to that specific project. Any donation made by a public source given for a specific purpose will be ring fenced for that purpose.

All funding applications are to be approved by Full Council.

How to Apply

Applications for a grant from Caister-On-Sea Parish Council must be submitted on the approved form (Appendix 1) which is available from the Parish Council's website:

<https://caisterparishcouncil.norfolkparishes.gov.uk>

Such donations to applicants will be considered by Full Council and if agreed by majority vote, will not exceed £350 other than in exceptional circumstances.

This does not apply to money precepted to other organisations.

Each group or organisation may only make one application per financial year.

Review

Within 3 years, or as appropriate, the Council will review and update this policy.

Date of Policy	March 2025
Approving Committee	Full Council
Date of Committee Meeting	31 March 2025
Date of Adoption by Full Council	31 March 2025
Policy Version Number	2
Date of Next Review	March 2028

Signed: _____ Chair, Caister-On-Sea Parish Council

Date: _____

Appendix 1



CAISTER ON SEA PARISH COUNCIL

GRANT APPLICATION FORM

Please read the Caister-On-Sea Grants Policy before completing this application form. This can be found on our website: <https://caisterparishcouncil.norfolkparishes.gov.uk>

Name of Group/Organisation:	
Registered Charity Number (if applicable):	
Correspondence Address:	
Lead Contact Name: Email Address: Telephone:	
What are the main activities of your group/organisation? <i>(Please provide a copy of your constitution where appropriate)</i>	
Describe the project for which funding is required and the reason why. <i>(Please include: The projected time scale, and who will benefit from the project)</i>	
<i>Note: Please attach any action plans, estimates or supporting information which you may have</i>	
What is the total cost of the project?	How much money are you requesting from Caister-On-Sea Parish Council? <i>(Please note that except in exceptional circumstances, the maximum amount to be considered is £350)</i>
Signed:	Position in group/organisation:

Completed applications should be emailed to: theclerk@caisterparishcouncil.gov.uk or posted for the attention of the Parish Clerk to The Council Hall, 1 Yarmouth Road, Caister, NR30 5DL