

SUTTERTON PARISH COUNCIL

GRANTS POLICY

Sutterton Parish Council has a small budget for the award of grants. Grants must meet the Council's grant criteria. The Grant request must be submitted on the Sutterton Parish Council Grants Application Form. Copies of the application form can be requested from the Clerk or downloaded from the Sutterton Parish Council website. All applications must be accompanied by appropriate accounts and or supporting financial information. Forms and supporting information must be returned to the Parish Clerk.

Terms and Conditions

1. The amount of the award will be at the discretion of the Parish Council but will not exceed £2,000.
2. Applicants may be invited to attend a Council meeting to explain the application to Councillors.
3. Grants will be awarded to voluntary groups, societies clubs and non-profit making organisations operating in the Sutterton Parish area, where the benefit will be for this area alone. However, Groups from outside the Parish who can demonstrate direct benefit to the area are eligible to apply.
4. Grants **will not be awarded** to individuals or to regional or national charities unless it is for a specific project in the Sutterton Parish area where there will be obvious benefit to the council area.
5. Grant monies will be paid to the organisation or group stated on the application and not an individual.
6. The purpose for which the grant is made must be in the interest of the Sutterton Parish area or any part of it or all or some of the inhabitants of the Sutterton Parish which is defined by the boundaries of the Parish Council. The benefit to the area or inhabitants must be commensurate with the expenditure.
7. The Council will not normally make grants to organisations outside of the parish, unless there are direct benefits to the parish.
8. The Parish Council will take into account any previous grants awarded to an organisation or group when considering a new application.
9. 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.
10. Should there be more applications than funds available, smaller amounts than have been applied for may be offered.
11. No grants will be awarded to or for any commercial venture for private gain.
12. Retrospective applications will not be funded where the expenditure has been made, the project has been carried out or the event has taken place.
13. All grants will be conditional upon submission of current balance sheet and last audited accounts and supporting documentation detailing cost of capital expenditure, project or event for which the funding is being sought.
14. All grant recipients are required to provide the Parish Council with a brief report, including photographs, if applicable, of how the grant has been utilised, how it has assisted the organisation or group and what it has achieved. This must be

submitted within ten months of the purchase of the capital equipment or completion of the project.

15. If the grant is put to purpose other than those for which it was awarded without the prior approval of the Parish Council, the recipient organisation or group will be required to repay the grant to the Parish Council.
16. The organisation or group should supply such information as the Parish Council may request regarding the impact of the project on the Parish Council's area.
17. 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.
18. Recognition of the grant from Sutterton Parish Council must be made in any publicity.

How will the application be assessed?

1. How well the grant will meet the needs of the community, providing positive benefits to the inhabitants.
2. How effectively the organisation or group will use the grant.
3. Whether the costs are appropriate and realistic.
4. What level of contribution has been, or will be, raised locally.
5. Whether the organisation or group could reasonably have been expected to obtain sufficient funding from another, perhaps more appropriate source.
6. How the organisation or group is managed, as indicated by the constitution.

Approved: March 2026