

## REPORT SUMMARY

Councillors have requested an amendment to application timescales to enable more time to fully consider applications.

Below is a suggested amendment to the current Grant Policy, with changes highlighted (**red** – removed, **green** – added)

This draft was considered by the Finance and General Purposes Committee at their September meeting who recommended adoption.

# DRAFT



## Laverstock & Ford Parish Council GRANTS POLICY

|                            |                                                        |
|----------------------------|--------------------------------------------------------|
| Purpose/Principles         | To provide guidance on dealing with Grant Applications |
| Scope                      | Employees, Councillors, Members of the public          |
| Date adopted:              | XXXXX                                                  |
| Minute Reference:          | XXXX                                                   |
| Previous versions (Dates): | Sept 17, Apr 18, Oct 22, Nov 24                        |
| Next review:               | October 2027                                           |
| Policy owner:              | Finance and General Purposes Committee                 |
| Supersedes:                | None                                                   |

## **POLICY AND GUIDANCE FOR APPLICANTS**

### **Aim**

The aim of the scheme is to ensure that grant awards make the best use of the public funds by helping to achieve our Parish Strategic Plan priorities and other endeavours that benefit residents of the Parish. For example the scheme has helped fund the set up costs of a cricket club at Laverstock, supported the Citizen's Advice Bureau and provided contributions to equipment for both youth groups and adult community groups.

### **Size and Source of Scheme Funding**

The current grant programme is set annually funded from a mixture of revenue from a Parish owned asset and the Parish precept. We will consider a grant contribution to a project delivered by any group. The size of the grant scheme and refining of grant scheme priorities are reviewed annually following the steps outlined in Figure 2.

### **Eligibility**

To be eligible applicants must fall into one of two categories.

#### ***Category A***

Registered Charities, Community Interest Companies, and not-for-profit clubs and community groups applying for funding for a project which will benefit wholly or mainly residents of the Parish of Laverstock & Ford.

#### ***Category B***

Registered Charities with significant operations within the South Wiltshire area which are accessible to the residents of the Parish of Laverstock & Ford.

Category A applications will be considered at any time throughout the year. Category B applications will be considered at the March Parish Council meeting at the end of the financial year.

Applications will not be considered if they are:

- For commercial ventures or private gain
- For the advancement of political or religious beliefs (although applications will be considered from charities with a religious basis for projects providing a community benefit which can be accessed regardless of religious belief or any other protected characteristic under the Equality Act 2010 (Specific Duties) Regulations 2011).
- For the benefit of an individual person.

Applications in respect of expenditure that has already taken place will not normally be considered, except in exceptional circumstances at the discretion of the council.

Applicants must have a bank account registered in the name used in the grant application.

### **The Application Process**

Applications should be made in writing to the Parish Clerk by completing the grant application form available on our web-site homepage. They should provide supporting evidence and will be considered at a monthly Parish Council meeting. Should an application be received without a completed Grant Application Form, the Council may still consider it at its sole discretion. So doing will not be deemed to have set a precedent.

Although attendance by the requestor at the meeting is not required it is advised as the Councillors may wish to ask questions.

~~Applicants must submit their applications to the Parish Clerk at least ten working days before the date of the next meeting to ensure it can be included on the agenda and circulated to Parish Councillors for their consideration ahead of the meeting. Meeting dates are published on the Parish Council web site and in the Parish newsletter.~~

Applicants must submit their applications to the Parish Clerk by the last working day of the month. The Clerk will circulate applications received to councillors during the first week of the following month and it will be included on the agenda for consideration and decision at that month's meeting. Meeting dates are published on the Parish Council web site and in the Parish newsletter.

Any questions on applications received, that councillors would like answered ahead of the meeting, will be co-ordinated through the Parish Clerk and all questions and answers will be circulated to all councillors. Councillors and applicants should not correspond directly. All communications on live applications must go through the Parish Clerk.

### **Assessment Criteria**

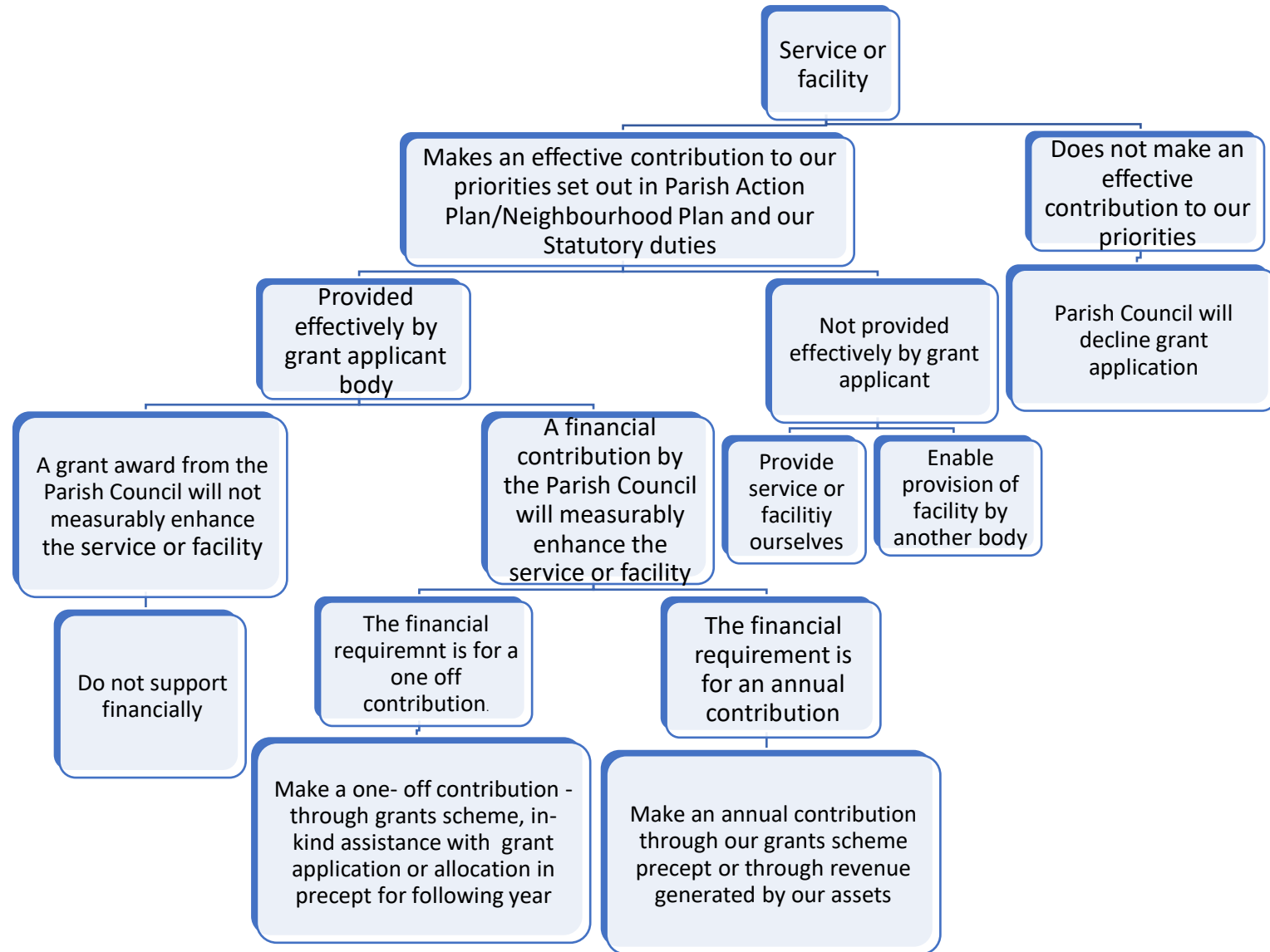
- The extent to which the project will provide a measurable improvement to the community and achieve the aims of the Parish Council Grant Scheme.
- No grants will be awarded for commercial ventures or private gain.
- Grants will not be awarded for political or religious campaigns or activities.
- Grants will not normally be made retrospectively.
- Financial assistance will not be awarded to individuals (section 137 of the Local Government Act 1972).
- How effectively the grant will be used e.g. has the best deal been sought for the purchase of the equipment.
- The anticipated costs and outcomes of the project are appropriate, realistic and an effective use of Parish Council financial resources.
- Full disclosure of all other grants applied for with respect to the project proposal.
- Evidence that the funds could not be raised from another more appropriate source for the project (including the applicants own reserves).
- The grant contribution will be considered in the context of related facilities provided by the applicant, other organisations and the parish council (see figure 1)
- All applicant organisations that request a grant of £1,000 or above must disclose their financial reserves in their application.

### **Monitoring and Evaluation**

The Parish Council will expect an update on the expenditure of the monies and the benefits delivered at an appropriate point following the approval of the grant. The level of reporting detail expected will be commensurate with the size of the grant. For small grants a short follow-up letter confirming that the funding has been spent as proposed will suffice. For grants of £250 or more, applicants should provide photographic and / or written evidence that the grant has benefitted our community.

REPORT FGP25.040 GRANT POLICY REVIEW  
Author Trudi Deane 26<sup>th</sup> August 2025

**Figure 1 Decision Tree to Prioritise Grant Applications in the Context of Related Service Provision**



**Figure 2 Annual Review Process for Grant Scheme**





# Laverstock & Ford Parish Council

incorporating Bishopdown Farm, Ford, Hampton Park, Laverstock, Longhedge, Old Sarum, River Down Park and parts of Milford

## Application for Grant for Voluntary Organisations Local Government Act 1972, Section 137

Please be advised that all applicants are invited to attend and address the Laverstock and Ford Parish Council Meeting deciding your application. Although this is not compulsory it is seen to be beneficial especially for grant applications over £500.

|   |                                                                                                                                                                                                            |
|---|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| 1 | <b>Name of Organisation and date</b><br>(the name of your club, charity etc. plus date of application)                                                                                                     |
|   |                                                                                                                                                                                                            |
| 2 | <b>Amount of Grant aid being requested</b> (how much money are you asking for?)                                                                                                                            |
|   |                                                                                                                                                                                                            |
| 3 | <b>Tell us about the project or activity you are applying for financial support for</b> (this space is for a summary, you can also include further detail and supporting documents with this application). |
|   |                                                                                                                                                                                                            |



|   |                                                                                                                                                                                                                                                  |
|---|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| 4 | <b>Please explain how your project or activity supports the Laverstock and Ford Parish Council’s Parish Plan</b><br>(available to view at <a href="http://www.laverstockford-pc.gov.uk">www.laverstockford-pc.gov.uk</a> )                       |
|   |                                                                                                                                                                                                                                                  |
| 5 | <b>Please tell us how your project or activity meets the criteria set out in the Laverstock and Ford Parish Council’s grant policy</b><br>(available to view at <a href="http://www.laverstockford-pc.gov.uk">www.laverstockford-pc.gov.uk</a> ) |
|   |                                                                                                                                                                                                                                                  |

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|-------------------------------------------------------------------------|--|
|                                                                         |  |
| LAVERSTOCK & FORD PARISH COUNCIL GRANT APPLICATION s e c t i o n 2 of 5 |  |

|   |                                                                                                                                                                             |
|---|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| 5 | <b>Approximately how many people who will benefit from your project or activity are residents of Laverstock and Ford Parish?</b>                                            |
|   |                                                                                                                                                                             |
| 7 | <b>What will be the TOTAL cost of your project/activity</b> (not just the money you are applying for in this application but the overall cost of the project)               |
|   |                                                                                                                                                                             |
| 8 | <b>Have you applied for grant/s for this project or activity from any other source?</b><br>(Please give details and tell us the dates of when these monies will be awarded) |

|   |                                                                                                                            |
|---|----------------------------------------------------------------------------------------------------------------------------|
|   |                                                                                                                            |
| 9 | If the TOTAL cost of your project/activity is more than the grant being applied for how will you fund the remaining costs? |
|   |                                                                                                                            |

|    |                                                                                                                                                                                                                              |
|----|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| 10 | <b>Name and Address of your Organisation/Charity/Club etc.</b><br>(as detailed on the bank account that any funds awarded will be paid to. Please include your Charity Registration number if you are applying as a Charity) |
|    |                                                                                                                                                                                                                              |
| 11 | <b>Name and contact details of primary contact</b> (the person who has responsibility for making this application within your group/organisation)                                                                            |

|                                                                         |                                                                                                                                                                                                     |
|-------------------------------------------------------------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
|                                                                         | <i>Please include hone/Mobile, email and address:</i>                                                                                                                                               |
| 12                                                                      | <b>What is your role within the organisation? (group/club/charity etc.)</b>                                                                                                                         |
|                                                                         |                                                                                                                                                                                                     |
| 13                                                                      | <del>Does your Organisation/Charity/Club etc. have a bank account?</del><br>Bank Account details for payment of successful applications (please include account name, sort-code and account number) |
|                                                                         |                                                                                                                                                                                                     |
| LAVERSTOCK & FORD PARISH COUNCIL GRANT APPLICATION s e c t i o n 4 of 5 |                                                                                                                                                                                                     |

Any accompanying documentation can be attached as PDFs and must be clearly labelled with the name of your organisation/club/group etc., and the month and year of application.

Please return this completed form and any accompanying documentation to:

**Jon Sloan, Parish Clerk, Laverstock & Ford Parish Council**

**Email:** [parish-clerk@laverstockford-pc.gov.uk](mailto:parish-clerk@laverstockford-pc.gov.uk)

**Address:** Parish Office, Hampton Park Pavilion, Ash Crescent, Bishopdown, Salisbury SP1 3GY