



WHALLEY
PARISH COUNCIL

Grant Policy

This Policy sets out the Parish Council's position and procedure regarding Grants

Version Control

Version	Date	Description of Change
V.1	21/11/2024	Revised Policy

1. INTRODUCTION

Whalley Parish Council sets aside a sum of money each year in accordance with the Local Government Act 1972 which can be applied for by local organisations for projects which will be of benefit to residents within the parish of Whalley.

The Parish Council's awards are open to established voluntary or community groups, as well as new or informal groups of parishioners who are or intend by the date of application to become formally constituted ensuring equitable access to funding opportunities for all eligible applicants.

The Parish Council is committed to using public funds responsibly and being accountable for decisions made in the grant awarding process by supporting projects and initiatives that contribute positively to the well-being and development of the parish community.

The Council is prevented by statute from giving financial assistance to individuals, charities operating overseas or to funds established to help persons outside the UK.

2. PURPOSE

This policy sets out the guidelines and procedure for grants and donations with its aim of ensuring that all its award-making activity is open, fair and transparent allocation of funds by the Parish Council supports local organisations, community projects and initiatives within the Parish.

This policy shall be made available to the public through the Parish Council's website and other appropriate channels.

3. SCOPE

This policy applies to all grant applications received by the Parish Council for funding consideration.

4. ELIGIBILITY - WHO IS ELIGIBLE TO APPLY?

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 of the group;
- have a bank account operated by a minimum of at least two joint signatories.

5. FUNDING CRITERIA

- 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;
- projects that have long-term sustainability plans or strategies for continued impact beyond the grant period may receive favourable consideration.
- preference may be given to projects that demonstrate a clear and measurable impact on the community.

6. THE FOLLOWING ARE NOT ELIGIBLE

- support for individuals or private business projects;
- the running costs of any organisation;
- projects which are the prime statutory responsibility of other government bodies however some form of matched/joint funding might be considered.
- 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.
- the activities of religious organisations, unless they can show they operate clear and open community activities which do not require membership or connection to the organisation and that the application will be of benefit to the community.
- activities of political organisations
- activities that are discriminatory in nature
- repayment of loans or cost of services, equipment or provisions in anticipation of a grant.
- organisations that have a closed or restricted membership.

This list is not exclusive and may be updated at the council's discretion.

7. CONDITIONS OF SUPPORT

The Parish Council may make the award of any grant subject to all or some of the following conditions. Required conditions will be at the discretion of the Parish Council and consider an organisation's individual circumstances.

- To fully understand your project or activity, Parish Councillors may wish to visit your project or activity, prior to it commencing. They may also wish to conduct a site visit once your funded project is underway.
- As a minimum, you will write to confirm receipt of the funding for audit purposes.
- Funding must only be used for the purpose stated within the application. The Parish Council reserves the right to reclaim any grant not being used for the specified purpose of the application.

- Funding must be spent within the financial year awarded and cannot be added wholly or partly to your reserves.
- Normally only one grant per year, though exceptions may be made.
- If your project costs are more than you anticipated on your application, any shortfall must be met by you.
- The Parish Council would ask that you acknowledge its support in your publications, publicity, and annual reports.

Should any of these conditions not be met it could result in the award being withdrawn, the grant having to be repaid and future grant applications being refused.

8. WHEN TO APPLY

The Parish Council considers applications on an annual basis at its meeting in January.

All applications should be sent to the Clerk by the closing date on the application form.

Only application forms received by this date will be considered at the meeting.

Awards will not exceed the agreed annual budget unless the Parish Council agrees to make an award under exceptional circumstances.

All groups will be treated equally. If an organisation has had a grant previously, they are not guaranteed to receive financial support again, but are not excluded from applying again in a different financial year. A new application will be required for each grant request.

9. APPLICATION PROCESS

Applicants must complete and submit a grant application form provided by the Parish Council, including all required documentation, and supporting materials.

10. WHAT IS REQUIRED WITH THE APPLICATION?

- Full and complete copies of your signed, certified and audited accounts for the last two years (only if your organisation has been in existence for that period), plus recent bank statements for last 3 months. These should also be signed by a member of your organisation, indicating their position held.
- A copy of your organisations Constitution, Terms of Reference or Rules.
- The number, or percentage, of members that belong to the organisation and that live within the Parish.
- Evidence of other awards towards the project, e.g. lottery funding, other bodies. In most cases, the grant awarded will not exceed 50% of the total required.
- For items of value, evidence of value requested, reference to listings, print outs or photocopies including item description and price.

The Parish Council reserves the right to request proof of the project costings or tenders to demonstrate value for money.

Quotes must be made out to the same business address on the application form;

Quotes should be less than 6 months old and still valid.

VALUE OF ITEM OR SERVICE

£500 or less - 2 quotes or references to 2 listings

£501 to £1,500 - 3 quotes or references to 3 listings

£1,501 to £5,000 - 3 quotes or 3 formal tenders

Quotes or tenders should be comparable to each other in terms of quality, size, quantity, units and specification.

Quotes should include;

- a detailed and itemised breakdown of costs;
- the supplier's address, telephone number and a contact name;
- the VAT number (if the supplier is VAT registered and VAT is itemised on the quote);
- the supplier's company registration number (if they are a limited company).

Whalley Parish Council expects applicants to get the best value for money for any equipment, so applicants will need to give a detailed justification if they haven't used the cheapest quotes. Quotes may be checked against market rates.

Grant application deadlines will be announced by the Parish Council, and late applications may not be considered.

All grant applications will be reviewed by Whalley Parish Council with its decision being final.

Unfortunately, the Parish Council may not be able to fund all projects as there may be more applications than there is money available. However, all applications will be considered carefully.

Due account will be taken of the extent to which funding has been sought or secured from other sources or the applicant's own fund-raising activities.

It is not just the role of the Parish Council to award grants. Where possible it actively encourages organisations to seek grants from other agencies to finance projects.

11. HOW TO APPLY

Applications should be completed and sent to the Parish Clerk by email: clerk@whalleyparishcouncil.org.uk or by post to Whalley Parish Clerk, 27 Waddow Grove, Waddington, Clitheroe, BB7 3JL.

12. REVIEW

This Grant Awarding Policy shall be reviewed periodically by the Parish Council to ensure its effectiveness and relevance to community needs.

Whalley Parish Council
Parish Council Grant Application 2025-26

All applications for Grants from Whalley Parish Council should be made on this application form.

If you wish to seek advice as to whether the Parish Council would have the power to make a grant to your organisation please contact the Parish Clerk by email at clerk@whalleyparishcouncil.org.uk

Please ensure that your grant application form is received by **Monday 5th January 2026**. All applications will then be considered by the Parish Council who will allocate grants according to the funds available, its legal powers and the priorities of the Parish.

You will be contacted by the end of January 2026 to be informed the outcome of your application. The grants that are awarded will be paid in February 2026. Please include any additional information to support your application with your submission.

Your Organisation	
Name	
Address	
Email address	
Website address	
Contact Details	
Name	
Position	
Address	
Daytime phone no	
Evening phone no	
Email Address	

The Proposed Project		
What is the grant for?		
Why is this project spending needed in the parish and what positive effect will it have in the village.		
How many Whalley residents will benefit from the monies provided?		
Timescale of the Project		
Start date		
Finish date		
Cost of the Project		
What will be the total cost of the project?	Item	£ Amount
How much money are you applying for on this application		
If the total cost is more than the grant, how will the residue be financed?		

Constitution		
Does your organisation have a constitution – please circle		Yes / No
Status of your organisation – please tick ☐ as appropriate	A registered charity	
	A company limited by guarantee	
	Applying for charitable status	
	Other – please state:	
What does your organisation do?		
Who does your group/organisation serve i.e pre-school children, teenagers, pensioners etc		
How many people in your organisation live in Whalley?		
Finances		
Total income in the last financial year / year end date		
Total amount of spend in the last financial year?		
Where does your organisation get its funding from?	Funder	£ Amount

Please email your completed application form along with supporting documents as per WPC Grant Policy to clerk@whalleyparishcouncil.org.uk or post to: Whalley Parish Clerk, 27 Waddow Grove, Waddington, Clitheroe BB7 3JL