



WHALLEY
PARISH COUNCIL

Grant Policy

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

Document Control

Version	V2
Last Reviewed	16/7/2026
Review outcome	Revised policy amending the frequency to offer twice yearly rounds in April & September
Approved by	Council Min Ref 2573/26
Next Review Due	May 2028

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.
- Grant recipients will be encouraged to provide photographic evidence of the completed project, activity, equipment or initiative funded by the Parish Council. The Parish Council may use such photographs, together with details of the project, in its publications, website, social media channels and annual reports to demonstrate the positive impact of grant funding and to promote the Council's contribution to supporting the local community.

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 will normally consider grant applications twice each financial year, with application rounds opening in **April** and **September**.

Applications received during the **April** round will normally be considered at the Parish Council meeting in **April** with payments made in **May**, and applications received during the **September** round will normally be considered at the Parish Council meeting in **September** and payments made in **October**.

All applications must be submitted to the Clerk by the closing date specified on the grant application form. Only applications received by the published deadline will be considered. Awards will not exceed the agreed annual grants budget unless the Parish Council agrees to make an award under exceptional circumstances.

Where all or part of the annual grants budget allocation remains unspent, the Parish Council may, at its discretion, invite a **final call for grant applications** before the end of the financial year to ensure that available funds are utilised for the benefit of the parish community.

All groups will be treated equally.

Receipt of a grant in a previous year does not guarantee future financial support, although previous recipients are not excluded from applying in subsequent financial years. A new application must be submitted for each grant request.

The Parish Council reserves the right to amend the timing and frequency of grant application rounds following periodic review of the effectiveness of the grants programme and the availability of budget provision.

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.
- Where appropriate, applicants should provide evidence of any funding secured or sought from other sources, such as National Lottery funding or grants from other organisations. In most cases, the Parish Council's contribution will not exceed 50% of the total cost of the project.
- 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.

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 obtain the best value for money when spending any grant funding awarded.

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.

Version Control

Version	Date	Description of Change
V.2	16/7/2026	Revised policy amending the frequency to offer twice yearly rounds in April & September
V.1	21/11/2024	Revised Policy