

Lydiard Millicent Parish Council

Grant Application Policy

Introduction to Policy

A grant is any payment made by the Council to be used by an organisation for a specific purpose that will benefit the Parish, or residents of the Parish, and which is not directly controlled or administered by the Council. The Council awards grants, at its discretion, to Parish organisations which can demonstrate a clear need for financial support to benefit the Parish by:

- Providing a service
- Enhancing the quality of life
- Improving the environment
- Promoting the Parish of Lydiard Millicent in a positive way

Grant Application Process

1. Applicants will be required to complete an application form which can be obtained from the Parish Clerk. All questions on the application form should be fully answered.
2. Organisations applying will need to provide a set of accounts for the previous financial year. Organisations just starting up must submit basic financial information (e.g. copies of bank account statements).
3. The Parish Clerk will receive all applications.
4. Applications will be considered at the Parish Council meeting following receipt, providing the application is received at least two weeks prior to the advertised meeting. Additional information will not be considered, other than accounts and quotes.
5. The Council will make the decision on which grants to award. All applicants will be contacted following the Council's decision.
6. All grant funding must be claimed within 12 months of the approval being given for the application.
7. The production of invoices may be required to verify spend.
8. Any unused monies may be returned to the Parish Council.

Grant Application Conditions

1. The Parish Council will not consider grant applications where:
 - a) The project is predominantly to support a political or religious activity. If your application is for an event or item to be held within a Church, but the audience is the wider community (rather than just members of the Church) then elaborate in your application how the wider community will benefit.
 - b) The service should be provided by another statutory body (i.e. social care, health care or education authority)
 - c) It is for the sole benefit of individuals
 - d) A private profit making/commercial organisation
 - e) Regular or ongoing running costs – e.g. rent, rates, electricity, etc
 - f) Projects that have already started (where the expenditure has already been incurred)
 - g) Projects which could reasonably be expected to secure finance by other means
 - h) Claimants who are sufficiently financially robust, who are able to give their own funds to support other organisations.
 - i) The organisation has been giving its own grants/donations to support other organisations and charities.
 - j) The group has its own healthy accounts and is unable to demonstrate a financial need
 - k) Little or no effort has been put into the fundraising activities of the organisation
 - l) Membership of the group is predominantly people from outside the area

2. Applicants must acknowledge the Parish Council's financial support in any publicity or printed material.
3. A report must be made about how the grant has been used for production at the Annual Parish Meeting.
4. Applications must be for projects that benefit the local community and indicate the number or percentage of local people in the Lydiard Millicent area to benefit from funding.
5. An organisation may only submit one application for a grant in any financial year.
6. The organisation must be non-profit making.
7. Applicants should consider applying to the Royal Wootton Bassett and Cricklade Area Board for funding prior to approaching the Parish Council.
8. The organisation should demonstrate a clear need for financial support and show how fund raising has taken place.
9. Applicants being awarded more than £500 may not return for a further award within a period of 1 year except under extraordinary circumstances.
10. The administration of and accounting for any grant shall be the responsibility of the recipient. All awards must be properly accounted for and evidence of expenditure should be supplied to the Council as requested.
11. The Council may make the award of any grant or subsidy subject to such additional conditions and requirements as it considers appropriate. The Council reserves the right to refuse any grant application which it considers to be inappropriate or against the objectives of the Council.
12. Whilst individuals can apply for a grant, the grant cannot be for their own personal use or gain, nor will the Parish Council sponsor individuals. If an individual is arranging an event for the benefit of the community this will be considered. If you are intending to set up a new organisation and require financial support for that, please name the others that you intend to work with.
13. Nothing contained herein shall prevent the Council from exercising, at any time, its existing duty or power in respect of providing financial assistance or grants to local or national organisations under the provisions of the Local Government Act 1972, Section 137.

Adopted at the Parish Council meeting held on 8 January 2026