

Kedington Parish Council

GRANT AWARD POLICY

Introduction

A Parish Council is empowered to incur expenditure in the execution of any works in order to exercise its statutory powers. There is also a power to incur expenditure for the direct benefit of the area of some or all of its residents (Local Government Act 1972 s137).

Policy

Kedington Parish Council awards grants, at its absolute discretion, to non-profit or charitable organisations which can demonstrate a clear need for financial support to achieve an objective which will benefit the Parish by providing a service that:

- Enhances the quality of life
- Improves the environment
- Promotes the Parish of Kedington in a positive way.

Kedington Parish Council will NOT award grants to:

- Private individuals
- Commercial organisations
- Purposes for which there is a statutory duty upon other local or central government departments to fund or provide.
- “Upward funders” i.e., local groups where fund-raising is sent to a central HQ for redistribution.
- Projects which discriminate on any grounds
- Political parties
- Religious organisations, unless for a purpose which does not discriminate on grounds of belief.
- This list is not exclusive and may be added to at the council’s discretion.
- Only one application for a grant will be considered from any organisation in any financial year. Ongoing commitments to award grants in future years will not be made. A fresh application will be required each year. The payment of any ongoing grant will be at the discretion of the council.
- Grants will not be made retrospectively.

Application Procedure

Organisations requesting financial assistance must formally apply by completing the attached application form and sending it to the Clerk of Kedington Parish Council, preferably by email to clerk@kedingtonpc.org.uk. A Word version of the application is available upon request.

The Clerk will receive all applications in the first instance and collate all the necessary information relating to the application ready for presentation and discussion at the appropriate Council meeting.

Organisations will be required to provide the following information:

- Details of the organisations aims and purpose.
- Full details of the project or activity
- Demonstration that the grant will be of benefit to the local community.
- The proportion or number of beneficiaries living in the electoral area.
- Demonstration of a clear need for the funding
- A copy of the organisation's latest bank statement (on request)
- A copy of the previous year's accounts or, for new initiatives, a detailed budget and business plan (on request)
- Where additional information is required in order to consider the grant application, applicants will be invited to meet with the Council to further discuss the application, prior to the grant being determined by the Council.
- All applicants will be contacted (by email) following the Council's decision.
- Funds available are limited and guidance can be given to applicants as to how much money is likely to be available in a specific financial year.

Conditions of Funding

As well as those conditions listed previously, the following conditions must be met:

- An organisation should have a bank account in its own name with two authorised representatives.
- 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 on request.
- Each application will be assessed on its own merits.
- The Council may make the award of any grant 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.

Any grant must only be used for the purpose for which it was awarded and any unspent portion of the grant must be returned to the Council by the anniversary of when it was awarded, unless the written approval of the Council has been obtained.

Adopted by Kedington Parish Council at its meeting on 19th May 2026

Review Date May 2027

KEDINGTON PARISH COUNCIL

GRANT APPLICATION FORM

Before completing and submitting this application form with any supporting documentation requested, **please read Kedington Parish Council's Grant Award Policy** (attached).

If you have any queries on the completion of this form please contact the Parish Clerk, at Email: clerk@kedingtonpc.org.uk

Tel: 01440-708577

OR

Kedington Parish Council,
c/o Village Stores,
17 Silver Street,
Kedington,
Suffolk,
CB9 7QG

DETAILS OF YOUR ORGANISATION

Key contact.....

Name of organisation.....

Address.....

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Telephone.....

Email.....

Registered Charity no. (if applicable).....

If you are part of a larger organisation, enter its name.....

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What are the aims and purpose of your organisation.....

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WHAT IS THE GRANT FOR

Please include details of:-

- who will benefit
- the proportion/number of beneficiaries who reside in Kedington Parish
- what the grant will enable you to do
- what the impact will be if you do not receive the grant
- the total cost of the project/purchase

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Grant requested £.....

DETAILS OF OTHER GRANTS OR FUND RAISING

Grants received in the last two years, to include amount, date, who from and purpose.....

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Other grants currently applied for, to include amount, date, who from and purpose.....

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Other fundraising details.....

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Please use this space for any significant information about your organisation not already supplied. Please include the bank account details that you would like any funds paying into.

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Signature of applicant_____

Office Held_____Date _____