



# BRIZE NORTON PARISH COUNCIL

## Grants and Donations Policy

Adopted by Full Council	<b>February 2026</b>
Next Review	<b>February 2027</b>

Brize Norton Parish Council is funded by the precept and is therefore constrained in the funds which it can make available to assist community organisations located in the parish. Subject to funding being available, Brize Norton Parish Council may provide grants/donations to local community groups which are decided against criteria set by the Parish Council and may be amended or reviewed from time to time.

Applications will be accepted only from organisations based within the Parish or those that can demonstrate that the donation would be applied substantially to benefit residents of the Parish. Such organisations must be non-profit making or charitable.

The Council will not fund:

- Individuals
- National organisations (unless it is demonstrated that the funding applied for will directly benefit local residents)
- Grants will not be made retrospectively
- Statutory organisations or the direct replacement of statutory funding
- Organisations with a closed or restricted membership
- General appeals

An organisation should have a bank account in its own name, with two authorised representatives required to sign each cheque. It should have a constitution.

The administration of and accounting for any grant will 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.

Only one application for a grant will be considered from each organisation in any one financial year.

Ongoing commitments to award grants or subsidies in future years will not be made. A fresh application will be required each year.

Each application will be assessed on its own merits.

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.

Any grant must only be used for the purpose for which it was awarded unless the written approval of the Council has been obtained for a change in use of the grant monies, and that any unspent portion of the grant must be returned to the Council by the end of the financial year in which it was awarded.

The Council may make the award of any grant or subsidy as it considers appropriate in the event of any unforeseen urgent event.

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.

## **The process**

1. Applicants will be required to complete an application form, available from the Parish Council Office or the council website ([www.brizenortonparishcouncil.co.uk](http://www.brizenortonparishcouncil.co.uk)). All questions on the application form should be fully answered and additional appropriate information which supports the application, should be provided.

2. In addition to the application form organisations will be required to provide the following supporting information:

- a copy of their written constitution or details of their aims and purpose,
- full details of the project or activity,
- demonstration that the grant will be of benefit to the local community within the Parish,
- the proportion or number of beneficiaries living in the electoral area,
- demonstration of a clear need for the funding,
- a copy of the previous year's accounts or, for new initiatives, a detailed budget and business plan.

3. The Clerk to the council will receive all correctly completed applications in the first instance and will collate all the necessary information from the applicant ready for presentation and discussion at the Council meeting.

4. The Council will make the decision on which grants to award. All applicants will be contacted following the Council's decision. The parish council will use the following criteria to decide on grant applications:

- Whether the project/group has followed the grants process and meets the policy requirements
- The anticipated level of benefit to the parish and the impact the grant will have
- Evidence of a well-managed group including previous experience and track record
- Financial sustainability and viability of group and/or project
- Evidence of partnership working
- Evidence that funding has been sought from other sources and the level of match funding available

5. 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.

6. All applications will be considered on their merits and grants will not be made retrospectively.
7. Payments will be made by BACS to the named organisation
8. A brief report detailing how the monies were spent and the benefits accrued should be submitted to the Parish Council within 12 months of receipt of the donation. It should include copies of receipts and invoices where relevant, plus attendance numbers, photos and press reports where appropriate.

### **General grant conditions**

1. The grant can only be used for the purpose stated in the application and the Council reserves the right to reclaim any grant not being used for the specified purpose of the application. However, if a group wishes to change the purpose of the grant, they must seek approval by writing to the Council who will consider whether or not to approve the change.
2. We will not support grants for the repayment of loans or cost of services, equipment or provisions in anticipation of a grant.
3. Small grants must be spent within 1 year of award. Any unspent monies left after this time must be returned.
4. Organisations are responsible for ensuring that they are in compliance with all applicable legal and statutory requirements (including those relating to health and safety and equalities).
5. Should for any reason the organisation disbands or the project is not completed the Council may ask for all or part of the monies to be paid back.
6. Acknowledgement of the financial support received from the Council is required on documentation and any promotional material, including websites.
7. Additional grant conditions may also be attached to any funding and these will be set out in the award confirmation letter

Application should be sent by email to:  
[clerk@brizenortonparishcouncil.co.uk](mailto:clerk@brizenortonparishcouncil.co.uk)