

Chapel Allerton Parish Council Grants Policy

Introduction

The Parish Council offers local groups and societies grants towards specific projects which directly benefit some or all of the residents of Chapel Allerton.

Availability of Funds

The availability of funds to support voluntary activity is dependent on the Council's overall financial position and the choices it makes when allocating its resources. 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.

Eligibility

The following criteria must be met for a group to be considered for a grant:

- The group must be a charity, voluntary, or community organisation.
- The group must be able to demonstrate that any funding from the Parish Council will directly benefit the residents of Chapel Allerton.
- The group must be formally constituted and have a management committee made up of volunteers.

Businesses, religious groups and political parties are not eligible for grant funding.

Conditions

Only one application for a grant from any organisation will be considered in a twelve-month period.

The Parish Council reserves the right to reclaim any grant not being used for the purpose specified on the application form. The Parish Clerk will, therefore, be allowed to verify that the monies have been spent accordingly.

Proper evidence of actual or estimated expenditure must be supplied to the Parish Council prior to the payment of any grant. If the Parish Council is not satisfied with the arrangements, it reserves the right to request a refund of monies awarded. Applicants are required to obtain three quotes where possible. This is in accordance with Chapel Allerton Parish Council Financial Regulations 11 h).

Grants cannot be awarded retrospectively.

Grants are made as one-off payments and will not represent an ongoing commitment by the Parish Council to award grants or subsidies in future years.

Where a Grant application is approved in principle by the Parish Council subject to a request for further quotes/ documentation, the applicant will have two months to supply the requested information to the Parish Council for consideration. Should this deadline pass then the offer in principle will expire and the applicant will need to wait 12 months from the date of the initial application to reapply.

Application Process

Applications should be made by completing the Parish Council's Grant Application Form and enclosing a copy of the group's latest set of independently approved accounts (for both current and savings accounts) along with a copy of the latest bank statement. Copies of all quotations should also be submitted.

Where the application is from an organisation or group, the written aims and objectives, constitution and membership rules should be available for inspection by the Parish Council as part of the consideration of the application.

Completed forms and supporting documentation should be sent to the Clerk by email.

Applications are accepted at any time of the year.

If an application is received less than ten days before a Parish Council meeting it will be considered at the following meeting. Chapel Allerton Parish Council does not routinely meet in August.

Applicants are usually informed of the Parish Council's decision within two weeks of the meeting.

Checklist for Applicants

1. Completed application form.
2. The organisation's constitution, accounts for at least the last two years, and bank account details.
3. Quotations for the work.

Assessment Procedure

Each application will be assessed on its own merits. The Parish Council may make the award of any grant or subsidy subject to such additional conditions and requirements as it considers appropriate. The Parish Council reserves the right to refuse any grant application which it considers to be inappropriate, or against the objectives of the Council.

Giving of a Grant

Where the Council agrees funding for a specific project that is supported by the three required quotations, written permission must be obtained if there is any change to the use of funds. Following the meeting, where the resolution is passed to approve the giving of a grant, a payment by bacs will be made into a designated bank account.

On receipt of the grant, proof of expenditure with receipted invoices and a bank/credit card statement must be given to the Parish Council within 3 months and any funds unspent must be returned within 28 days. A longer time frame may be requested if supported by evidence

If the application for a grant is successful, the organisation/group should provide the Council with a report showing how the money was spent at the subsequent Annual Parish Council meeting.

Promotion

The Parish Council will ask for recognition from successful groups, in the form of the promotion of the Parish Council in the organisation's newsletter or social media. The Parish Council will also recognise successful groups in its own reports to parishioners.

Adopted Monday 9th February 2026.