



KIPPAX PARISH COUNCIL

GRANTS POLICY

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M Eyre

Signed by Chair, Councillor Martin Eyre

This policy outlines the procedure that Kippax Parish Council adheres to when awarding grants and the requirements of the applicants.

Overview

Kippax Parish Council provides grants to community groups and organisations within the Parish boundary with the intention of helping local people implement their ideas for making a difference in the community. Groups and organisations outside the parish who can demonstrate direct benefits to the residents of Kippax will also be eligible to apply.

The Council allocates a budget for grant applications at the beginning of each financial year. There is no lower or upper limit on the amount for which applicants can apply, except in the case of multi-year application (see restrictions below). The Council may resolve to fund all, or part of, an application and will consider Council budgets and other projects when making a decision.

Applicants will be encouraged but not expected to contribute some of their own funds or seek additional funding for their projects.

The grant scheme will support both capital and revenue projects. The Council will not award retrospective grants for projects already completed.

The Council is always required to obtain value for money and would expect that applicants have taken the same approach when obtaining relevant quotes for their project.

If an individual or group does not meet all the criteria set out in this policy for a grant application but has a great idea or project that would benefit the local community, they are encouraged to contact the Council to find out alternative ways in which the Council could support the project.

In extreme circumstances the Council reserves the right to review and amend the grant criteria and terms for specific applications that relate to relief efforts. This includes natural disasters and public health crises that effect the Parish.

Restrictions

- A group/organisation can only be awarded one grant per financial year but may bid for a number of elements of a project in the application.
- A group/organisation must hold a bank account in the organisations name with at least two signatories.
- An application can be made for funding covering a period up to a maximum of five years and for multi-year applications, the annual amount is limited to £7,500
- Applicants who received a grant in the previous financial year, must have provided the records and receipts, evaluation form and photographs to the Council and received confirmation of completion of the grant, before a new grant will be considered.
- If an application is unsuccessful, the group/organisation can apply up to a maximum of three times per financial year. The Council will not accept repeat identical applications.
- Where a group/organisation is made up of several groups or units e.g. a club with different age groups, activity types or units (e.g. Girl Guiding, Brownies, Scouts) and each group is run independently of the overarching organisation, separate bank accounts, each independently run group may submit an application. Otherwise, the group/organisation may only submit one application per financial year for the whole organisation and so applicants are encouraged to work together to submit one application
- The Council only supports not-for-profit projects. The Council will consider applications from commercial organisations if the project being delivered is not-for-profit and meets the criteria set out in this policy. The Council will not support applications from political parties, or projects which benefit political parties.

Application Process

The Council will publish the Grants Policy and Application form on the Council website. If applicants require additional assistance when completing an application form, they should contact the Council who will provide assistance where possible.

Applicants will need to apply using the Grant Application Form and must submit the following supporting information:

- A copy of the constitution or rules of the group
- The previous financial year accounts and a recent (within three months) bank statement. New/start-up organisations should submit a financial statement containing their proposed budget.
- Quotations to demonstrate that best value has been sought.

All Grant Applications will be reviewed at the earliest meeting of the Finance and Corporate Governance Committee who will assess;

- The organisations financial position and governance arrangements
- The direct benefit of the project to the residents of Kippax
- Value for money of the project
- Available funding in the Council's budgets for the project

Please note, applications must be received at least seven days prior to the Finance and Corporate Governance Committee meeting, otherwise it will not be considered until the following month's meeting.

The Finance and Corporate Governance Committee's assessment will be submitted as a briefing note to Full Council along with the application form. The Finance and Corporate Governance Committee is not responsible for making recommendations to Full Council on the merits of the application.

Each application will be assessed on its own merits with particular attention given to the needs for the project and its demonstrable benefits to the residents of Kippax. However, to ensure as fair a distribution as possible of available funds, the Parish Council will take into account the amount and frequency of any previous awards, and the spread across demographic groups and geographical areas within the parish. The extent to which funding has been sought or secured from other sources or fund-raising activities may also be taken into account. The Council will abide by its Equality Policy when considering all applications

The Parish Council may make the award of any grant 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.

In exceptional circumstances, where the applicant indicates that a decision is needed more quickly, the application may be submitted directly to Full Council for consideration, who will conduct the assessment usually undertaken by the Finance and Corporate Governance Committee as well as assess the merits of the application.

The Council may return an application form if it is completed incorrectly and will consider whether any additional information is required when considering the application.

All applicants will be informed of whether their application was successful or unsuccessful and provided feedback where possible.

Successful Applications

Successful applicants will receive a letter outlining the conditions of the grant. Applicants will be required to return a signed copy of the letter within 28 days otherwise a new application will need to be submitted. Funds will be deposited into the applicant's bank account within seven days of the signed letter being returned, or on the start date of the project if later. If the applicant has applied for funds covering a period in excess of one year, only funds covering the first 12 months will initially be deposited into their bank.

Where the conditions of the grant are not met, the Council will take legal action.

Conditions of the grant are:

1. Funds must not be used for any other purpose than that agreed by the Council.
2. The applicant has twelve months to spend the grant from the date the funds have cleared in the account. If the applicant has been unable to spend the funds within the twelve-month period due to extenuating circumstances, they can request an extension to the time period which will be considered by the Council. Otherwise, after the period of twelve months has passed, applicants will be required to return any unspent funds to the Council.
3. Records and receipts of spending must be sent to the Council, within six weeks of the project's completion, along with an evaluation report (template will be provided) and photographs where possible, which demonstrates the success of the project and the positive impact on the community.
4. If the applicant has applied for a grant covering a period in excess of one year, the subsequent years funds will not be deposited into their bank account until records and receipts for the current year's spending, an evaluation report and photographs have been provided and reviewed by the Council and any request to return funds to the Council has been complied with.
5. Projects should publicly mention the support provided by the Parish Council where possible
6. Applicants agree to publicity organised by the Council including social media, the council website and local press and must ensure that appropriate consent has been obtained for any photographs provided to the Council be used for this purpose.

Completion and Evaluation Process:

The records and receipts of spending, evaluation report and photographs submitted by the applicant will be reviewed at the next meeting of the Finance and Corporate Governance Committee to confirm that funds have been used for the purpose agreed by the Council. If the Finance and Corporate Governance Committee are unable to confirm this, they will make recommendation to Full Council to request the repayment of unspent funds or funds spent on a purpose not agreed by the Council. In the case of a multi-year grant the next years funding will not be provided until any funds requested to be returned are received.

A request to extend the period in which the grant can be spent will also be considered by the Finance and Corporate Governance Committee, who will make recommendation to Full Council on whether to approve the extension request.