



NETHER STOWEY PARISH COUNCIL

Grant Policy

Nether Stowey Parish Council recognises the importance of supporting groups, organisations and charities that benefit the local community, and that making grants is a valuable method of support. The Parish Council has statutory powers which enable it to make funds available to local organisations for the overall benefit of the parish. The Parish Council can only award grants using certain legal powers. Where there is no statutory power the Parish Council may use Section 137 of the Local Government Act.

The purpose of this document is to ensure that the Parish Council has an open, consistent and easily-understood approach to awarding grants. The total figure available for grant aid will be agreed by the Council as part of its budget each financial year.

An annual budget allocation is made as a pool from which all grant funding is drawn. Applications will be considered in the order in which they are accepted as satisfactorily completed with all necessary information required. Once the pool is exhausted additional grant funds will only be made available in exceptional circumstances subject to other demands on the Parish Council's financial resources. Should there be an uncommitted budget allocation at year end, there is no guarantee it will be carried forward into the following year.

Grants provided are never done so in perpetuity and should not be considered as being established practice; every grant is assessed on its merits in the year in which it is applied for.

Eligibility

Applications must satisfy the following conditions:

1. To be eligible for a grant from Nether Stowey Parish Council, the Parish Council will consider applications from groups and organisations which are operating within the Parish. The purpose for which the grant is made must show a clear benefit to the area of the Parish or the residents of the Parish. Eligible applicants may include any non-profit-making organisations, charities and other village groups. All grant allocations are decided at a full Parish Council meeting. Applicants are expected to attend the meeting to promote their application and to answer any questions raised by councillors.
2. The Council will NOT consider applications from
 - individuals;
 - organisations intending to support or oppose any particular political party or to discriminate on the grounds of race, religion, gender or sexual orientation.
 - private organisations operated as a business to make a profit or surplus.
 - local groups whose fund raising is sent to a central HQ for redistribution.
 - national Charities or organisations unless funds are to be used solely for projects in Nether Stowey or can demonstrate direct benefit to the area and the residents of Nether Stowey.



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- religious groups except where a clear benefit to the wider community can be demonstrated. Compliance with this requirement will need to be demonstrated throughout the project
3. All applications will be considered on their merits but in general, grants will be awarded for specific projects or events. The Council will not generally give grants towards running costs unless the Parish Council recognise the applicant as having a general and particular benefit to the community.
 4. Organisations intending to request large grants should submit an outline application by 1 December for the following financial year. This is to allow the Parish Council to make provision when preparing the budget. This does not mean the grant is approved and a full application will still be required for consideration before funds are released.
 5. The Parish Council will consider applications for grants at any time during the financial year, in respect of specific need or projects, subject to the availability of funds available and the merits of the case being made. Applications can only be considered at a full Council meeting. There is no meeting in August.
 6. Applicants should submit their applications on the Parish Council application form, which can be obtained from the Clerk at the Parish Office or from the website at [Grants application form](#). Grant applications cannot be made retrospectively. Applications for grants of up to £100 may be made by letter, confirming the amount required and explaining the purpose for which the grant is requested.
 7. The Parish Council is committed to equality of opportunity and will ensure that the grant application process is accessible to all eligible groups. Application forms are available in alternative formats on request to the Parish Office.

Application Process

8. Grant applications must be submitted and any requests for additional information met by 12 noon on the Friday 10 days before the Parish Council meeting. This is to allow the Clerk to complete the work required before the agenda is published (on the Wednesday preceding the meeting). Applications received late or that are incomplete will be held over until the next meeting. The deadlines for 2026-27 grant applications are given below and included in the notes at the end of the application form.
9. The Parish Council reserve the right to request the submission of any additional financial or other supporting material as well as estimates detailing costs of expenditure for the project or event for which the funding is being sought.
10. New groups that do not have a set of accounts may still apply, but they must show how they will benefit the Parish, and they must send in a brief explanation of other ways in which they expect to fund their organisation or group, and any other financial arrangements they plan to make.
11. Applicants should provide details of other sources of funding such as grants applied for/obtained as well as their own fund-raising efforts. Account will be taken of the amount and frequency of previous awards and of the extent to which funding has



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been sought or secured from other sources or from the organisation's own fund-raising activities.

12. Applicants with considerable reserves may not receive a grant unless they can show that there is a positive reason for holding a large amount of funds. The Council accept that smaller organisations do not need to have accounts audited, but they should still provide basic accounts.
13. The Parish Council reserve the right to request any further information that it deems necessary to assist the decision-making process. It is expected that a representative attends the Parish Council meeting to present their application and answer any questions Council may have.
14. The size of any grant awarded is at the sole discretion of Nether Stowey Parish Council and may not be for the full amount requested. The award of any grant or subsidy may be subject to such additional conditions and requirements as the Parish Council considers appropriate. The Council may request evidence of expenditure, such as receipts or invoices. Any such conditions and requirements will be discussed and decided upon during a full Parish Council meeting.
15. Councillors must declare any personal or prejudicial interest in any grant application and must not participate in the discussion or decision-making process for that application.
16. The Parish Council may choose to purchase desired items as a donation in lieu of providing funds for the organisation to make the purchase themselves to ensure best value/efficient use of the Grants budget.

Conditions for Receiving a Grant

17. Grant recipients are required to acknowledge the Parish Council's support in any publicity relating the event or project for which the Grant is awarded and to provide the Parish Council with a brief report including photos (where appropriate) for inclusion in the Parish Council's Annual Report, newsletter and/or website.
18. Grants must be spent by the end of the financial year (31 March) in which the grant is awarded (unless specifically agreed with the Parish Council).
19. Grants must be used only for the purpose for which it was awarded. The organisation will be required to repay the grant if the grant is used for other purposes without the prior written approval of the Parish Council. The Parish Council will withdraw the offer of a grant (or require repayment if the Grant has been paid) if the event or project does not take place.

Publication

20. Details of all grants awarded, including the recipient, amount, and purpose, will be published on the Parish Council's website in accordance with the Transparency Code for Smaller Authorities. Forms and supporting documentation are supplied to Councillors to enable them to consider an application but these details are not published, though they may be required by the Council's auditors.



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21. Personal data provided in grant applications will be processed in accordance with the Parish Council's Data Protection Policy.
22. This policy will be reviewed annually and updated as necessary to reflect changes in legislation or best practice.



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Submission Deadlines 2026-27

Applications must be completed by the Friday ten days before the Monday meeting at which it will be considered so that it can be checked and included on the agenda (Wednesday before the meeting). Applications received later, or that are incomplete, will be held over until the next meeting. The deadlines for grant applications for the Council year from May 2026 are:

	Application deadline	For consideration at meeting on:
2026	Thursday 30 April 2026	Monday 11 May 2026
	Friday 29 May	Monday 8 June
	Friday 3 July	Monday 13 July
	Friday 4 September	Monday 14 September
	Friday 2 October	Monday 12 October
	Friday 30 October	Monday 9 November
	Friday 4 December	Monday 14 December
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2027	Friday 2 January 2027	Monday 12 January 2027
	Friday 30 January	Monday 9 February
	Friday 27 February	Monday 9 March
	Wednesday 1 April	Monday 13 April
	Thursday 30 April	Monday 11 May