

GRANT AWARDING POLICY

Introduction

Somersham Parish Council (SPC) receives requests from third parties for donations and grants on an ongoing basis. Whilst there may be powers under which SPC may donate e.g. Local Government Act 1972 s 142(2A) in respect to the Citizens Advice Bureau, often the power to donate is contained in the Local Government Act 1972 s 137. Section 137 allows a local authority to spend a limited amount on activities for which it has no specific power, but which the authority considers 'will bring direct benefit to the area or any part of it or all of some of its inhabitants'.

Policy Statement

It is the policy of SPC that where charitable organisations, supported by local people, can provide facilities and services for the community, they may be supported financially in so doing. The Council will earmark a sum within each annual budget to be used at the sole discretion of the Council in furtherance of this policy.

Conditions of Grant

1. All requests must promote the direct benefit and well-being of Somersham residents or the fabric of the parish.
2. Applicants must complete the attached application form and return it to the council
3. Requests will not be considered from
 - individuals, non-charitable bodies outside of Somersham Parish or for work unrelated to Somersham
 - charitable bodies that have not provided benefit within/for Somersham within the preceding 12 months, if it is the considered opinion of SPC that there is no reasonable expectation that any benefit
 - within/for Somersham is likely to be gained within the following 12 months.
 - bodies from other areas of the UK unless the service they provide significantly benefits the parish or its residents.
- * Disaster relief abroad
4. Requests are to be for a single grant in any financial year and must be received by 31st October to be considered for SPC's new financial year which begins on 1 April in the following year.
5. Where assistance /grants worth £500 or more is given to a voluntary / charitable body, the body must be required within twelve months to state in writing the use to which the money (or other help) has been put. LGA 1972 S137A
6. Equipment / property purchased with the grant are considered to be on loan and remain the property of the parish council for use by the parish should the organisation fail or close down.
7. The decision of SPC is final.

Procedure

1. All grant requests from organisations within the parish of Somersham, whilst meeting the conditions above, will be considered at the next SPC meeting after receipt by the Executive Officer. If successful in securing a grant this will be paid by BACS immediately following the meeting.



Somersham Parish Council

2. All requests must be made in writing to the Executive Officer, or by email to executiveofficer@somersham-pc.gov.uk
3. After ensuring the request meets the objectives above, the Executive Officer will request:
 - A copy of the organisation's written constitution or details of their aims and purpose
 - Full details of the project or activity
 - Three quotations for the proposed project (if applicable)
 - 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 organisation's previous year's accounts or, for the new initiatives, a detailed budget and business plan.
4. All donation requests from organisations outside the parish will be considered at the April council meeting. No grants or donations will be made at other times except at the sole discretion of SPC.
5. At the SPC meeting in April the Council will first consider the financial position of the Parish and the budget available for grants & donations.
6. The Council will decide which requests are to be refused.
7. Of those grant requests considered favourably, SPC will decide the level of support it is able to make in each case. The amount requested notified by the applicant will be used as a guide only. Applicants who are able to demonstrate the greatest benefit within/for Somersham as a proportion of their activity will be considered more favourably than those for whom such activity is marginal.

Executive Officer

Somersham Parish Council, The Norwood Building, Parkhall Road, Somersham PE28 3HE

Email: executiveofficer@somersham-pc.gov.uk

Approved on: 12/2/25

Minute reference: .5 from the Personnel and Governance Committee Meeting held on 12/2/25

Due for review: As required



Somersham Parish Council

SOMERSHAM PARISH COUNCIL

APPLICATION FOR GRANT AID

1. Name and address of Organisation:

2. Daytime Telephone No:

3. Contact Name, address and telephone No. (If different from above):

4. Position held in Organisation:

5. a. How many members are there in your organisation?

b. What percentage lives in Somersham?

6. Total cost of Project:

7. Please provide details of the project and the amount of grant requested. (You should explain clearly and simply the purpose for which the money will used, enclosing drawings if appropriate). Continue on a blank piece of paper if necessary.

8. Have you applied for grant in respect of this project to any other organization (including Local Authorities)? Please give details of to whom and for how much.



Somersham Parish Council

Amount	Date of expected Decision
Cambridgeshire County Council £.....
Huntingdonshire District Council £.....
National Lottery £.....
(Please state which fund)
Other (please provide details)

9. Have you applied to this Council for assistance before? If so, Please give details:

YES/NO

10. Is your organisation (please delete as appropriate)

- a) a registered charity?
- b) a limited company?
- c) an unincorporated self help group?
- d) a branch of a national organisation?
- e) other (please specify)

11. Please attach the following information:-

- a) your organisation's latest audited accounts
- b) a copy of your organisation's constitution together with a list of Officers.
- c) a copy of your last annual report where available
- d) a copy of the most recent bank statement
- e) Copies of any estimates available. (If the grant is approved these will need to be seen before funds are released. 3 estimates are required for works in excess of £2500.)

12. Please provide or attach any additional information that may assist the Council in reaching its decision.



Somersham Parish Council

This grant aid application should be signed by **two** members of your Organisation's Committee, one of whom must be the Chairman, Honorary Secretary or Honorary Treasurer.

We confirm that the information given in this application is accurate and that the Organisation undertakes to inform Somersham Parish Council of any changes in the Organisation's circumstances that would affect this application.

We confirm that any grant awarded by the Council will be spent only on the purpose for which it was given.

Signed: (1) (2)

Position in (1) (2)
Organisation:

Date:..... Date:.....

Submission of this form constitutes acceptance of the above statements.

Please return to:
Irene Healiss

Executive Officer
Somersham Parish Council
The Norwood Building
Parkhall Road
PE283HE



Somersham Parish Council

SOMERSHAM PARISH COUNCIL CAPITAL GRANTS/LOANS ONLY

Please provide a breakdown of the cost of the project for which Grant Aid is requested, e.g. building costs, architect's fees, equipment costs, etc.

Project Costs £

Purchase of Land/Property £

Construction of New Building(s) £

Adaptation/conversion of Existing Building(s) £

Internal improvements/upgrade £

Purchase of Equipment £
(Please list equipment below)

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Professional Fees & Expenses £

Other (Please supply) £

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PROPOSED TIMETABLE OF PROJECT

START DATE:

COMPLETION DATE: