



South Swindon Parish Council

Grants Policy

WHO CAN APPLY?

Local community groups, voluntary organisations and charities which must be of a non-commercial nature.

The group or charity must be based in the Parish of South Swindon or within the immediate vicinity of the parish. Regardless of location, any grant application must be seen to be of benefit to residents of the Parish of South Swindon. National or regional organisations will not be considered.

HOW MUCH CAN BE APPLIED FOR?

South Parish Council will award grants that fit the guidelines below up to the maximum value as follows.

- £1,000 for any qualifying grant
- £2,000 for any qualifying grant where the additional £1,000 can be match funded by the applying organisation or another source.

HOW CAN A GRANT BE USED AND HOW ARE THEY DECIDED?

Grants can normally only be used for capital projects, seed funding for start-up projects and not for revenue support.

Only one grant per applicant will be given by the Council in a financial year.

Grants are usually scrutinised by the Grants Working Party who will; make a recommendation not the Finance & Staffing Committee that has been granted delegated authority to make a decision.

Grants can only be given up to the amount held in the budget for grants, which is agreed by Full Council as part of the budget process. Unspent grant budgets from a previous year can be held in a fund to be used in the following financial year if the Council chooses.

The Council reserves the absolute discretion to refuse or award a grant, in whole or in part, even where an application meets the published eligibility criteria. Grants are considered on a case-by-case basis. Things that may affect the council's decision –

- Demonstrable benefit for residents of South Swindon Parish
- Structured budgets and costings for which the grant will be used
- Current unrestricted funds of the applying organisation
- Only one application per organisation, per year
- Increase in sustainability and environmental benefit

HOW SHOULD AN APPLICATION BE MADE?

All applications are to be made on a form that can be obtained from the admin team at the Parish Offices, Gladstone street, Swindon, SN1 2AU or downloaded from the website www.southswindon-pc.gov.uk

WHAT IS REQUIRED WITH THE APPLICATION?

- Full and complete copies of your signed, certified, and audited accounts for the last year. If your organisation has been in existence for less than that period, copies of your bank statements for last 3 months.
- A detailed budget plan and supporting evidence.
- Evidence of other awards towards the project, e.g., lottery funding, other

bodies.

WHEN WILL GRANTS BE CONSIDERED?

- Applicants can apply for grants at any point throughout the year.
- Finance & Staffing meetings are held quarterly in: July, October, January, and April.
- For a grant application to be considered at the next up and coming Finance & Staffing meeting it needs to be received by the following dates:

Grant Application Deadline Date	To be decided at Finance & Staffing Meeting in
30 th June	July
30 th September	October
31 st December	January
31 st March	April

WHAT WILL NOT NORMALLY BE FUNDED?

- The activities of political organisations.
- The activities of religious organisations, unless they can show they operate clear and open community activities which do not require membership or connection to the organisation and that the application will be of benefit to the community.
- General operational and maintenance costs.
- Events that have already occurred, equipment already purchased, works already started or completed.
- Repayment of loans or cost of services, equipment, or provisions in anticipation of a grant.
- Organisations that have a closed or restricted membership.
- Organisations that are the responsibility of another public body/agency, however some form of matched/joint funding might be considered.

GRANT CONDITIONS

- 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.
- Organisations are responsible for ensuring that they comply with all legal and statutory requirements.
- Should for any reason the organisation disbands during the period of the grant the Council may ask for all or part of the monies to be paid back.
- Prior approval of the Council is required if any change of purpose of the grant is required.
- Acknowledgement of the financial support received from the Council is required on any communications, documentation and any promotional literature or other media operation.
- To be eligible for a grant an organisation shall not discriminate on grounds of racial origin, gender, disability, age (except for obvious reasons, such as becoming a member of a Youth club), and political or religious persuasion.
- More than one project may be comprised in a single grant application.
- Grant awards will be published in line with the Local Government Transparency Code 2015.

Should any of these conditions not be met it could result in the award being withdrawn and future grant applications being refused.

SUCCESSFUL GRANTS

The grant recipient will be required to inform the Parish Council of full details of how the grant was spent.

Policy Review

This Grants Policy will be reviewed annually by the Parish Council. Details of the review and/or amendment will be recorded below.

Date	Description	Page Number	Who
May 2024	Issue	All	JM/CEO
May 2025	Annual Review	All	JM/CEO
May 2026	Annual Review	All	MT/GSL