



GRANT ASSESSMENT AND AWARDING POLICY

Adopted by Finance Committee

24th April 2026

Minute 23/26

Approved by Full Council

2nd July 2026

Minute No 123/26

GRANT ASSESSMENT AND AWARDING POLICY

Objective

Tatworth and Forton Parish Council wishes to support activities and causes which benefit the Parish of Tatworth and Forton. A grant is any payment made by the Parish Council for the specific purpose for which it is claimed and for the well-being of the community.

Eligibility

The organisation must be based in the parish of Tatworth and Forton and any grant made by the Parish Council must directly benefit some or all of the residents of the Parish. Applicants must set out how the community in Tatworth and Forton will benefit from the work funded by any grant.

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

The group must be a non-profit business, 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 Tatworth and Forton. The group must be formally constituted and have a management committee made up of volunteers. Individuals, for profit, businesses, or political parties are not eligible for grant funding.

Conditions.

More than one application per organisation per financial year will not normally be considered. There will be a maximum grant of £300.00 per organisation in any Financial Year. 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 need to verify that the monies have been spent accordingly. Proper evidence of 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. Grants cannot be awarded after the relevant project or event has been completed. An acknowledgement on receipt of the grant payment is required.

Application Process.

Applications should be made by completing the Grant Awarding Application Form.

Applicants may be required to attend a Parish Council Finance Committee meeting at the time the application is being considered in order to outline their request.

Applications must be accompanied by a copy of the organisation's most recent accounts, and their latest bank statement or income and expense report. Failure to comply will result in the application be rejected.

An organisation which has not previously applied to the Parish Council must submit a copy of its constitution.

Applications must be submitted no later than the date specified by the Clerk. The Finance Committee will consider all the applications received at its meeting in August and make their decisions/recommendations known to the Full Council in accordance with the procedures set out in the Scheme of Delegation for approval at its September meeting-If approved, the award will be made formally at the October meeting.

Applicants must set out any other funding they have been awarded or have applied for. Applicants are usually informed within two weeks of the meeting.

Grant recipients are required to attend the award evening which will be arranged by the Clerk.

Promotion:

The Parish Council requires successful groups to promote the Parish Council in the organisation's newsletter or any press release. The Parish Council will also recognise successful groups in its own reports to parishioners.