

Grants Awards Policy – May 2026

BUCKLESHAM PARISH COUNCIL

Ruth Johnson
CLERK, BUCKLESHAM PARISH COUNCIL

General

Bucklesham Parish Council considers a grant to be any payment which is made to and is to be used by an organisation for the specific purpose of meeting the Council's objective of '**Parish Benefit**' by improving the *'facilities and infrastructure for the Parishioners of Bucklesham'*¹. It is a prime objective of the Council to encourage and support local groups and start-up initiatives through local service delivery.

The contribution made by many organisations and individuals to the well-being of the local community is recognised by this Council as important to our residents. The purpose of any grant given by this Council is to support initiatives within the local community and to help create opportunities for the residents of Bucklesham that are not, as a matter of course, funded by the Council.

Although the Council will give as much help as possible, the administration of and accounting for any grant will be the responsibility of the recipient.

Grants for any amount can be applied for, although there is a limited budget each year. Guidance will be given to applicants as to how much money is available or if there is access to any CIL money. It is important that each application is supported by the detailed information called for (see Grant Application form). Assistance may be sought from the Clerk on this matter.

The scheme also provides start-up awards for new organisations, as well as grants for existing organisations.

Requests for funding will only be discussed once a year at the November meeting (except in exceptional circumstances).

Conditions of Funding

Applications will be considered from Bucklesham village organisations. Applications will be considered for day-to-day running expenses and individual projects. External organisations may be considered if the applicant can demonstrate clearly how a grant will be of benefit to the local community within the Parish.

Applications WILL NOT be considered from:

- i. Any organisations intending to support or oppose any particular political party or to discriminate on the grounds of race or religion.
- ii. Private organisations operated as a business to make a profit or surplus.

The organisation will normally be expected to have clearly written aims and objectives and a written constitution, copies of which should be submitted as part of the application.

An organisation is required to submit audited accounts or accounts that have been independently examined by a responsible person, for the previous financial year or, in the case of a newly formed organisation, a detailed budget.

Ongoing commitments to award grants in future years will not be made. A fresh application will be required each year.

Each application will be assessed on its own merits and will be considered along with other applications at Full Council Meeting and, to ensure as fair a distribution as possible, the Parish Council will take into account the amount and frequency of previous grants.

¹ Bucklesham Parish Council 4-Year Business Plan

The Council will also take into account the extent to which the applicant has sought or secured funding from other sources or its own fund-raising activities.

The Council may make the grant awarded subject to such additional conditions and requirements, as it considers appropriate.

Only one grant will be considered for an organisation during the year unless there are exceptional circumstances, and these are to be reported and approved by the Council.

Grant Application Process

Applications must be submitted on the Parish Council's Grant Application Form, available via the Parish Council website or through the Clerk.

Requests must be submitted by 31st October and decisions made at the November Parish Council Meeting.

Applicants will be notified of the outcome in writing.

BACS transfers will be payable to the named bank account of the requesting organisation and not to any individual.

This Policy was adopted by the Council at its meeting held on:

13th May 2026

Signed:

Ruth Johnson

Clerk

Clive Lenton

Chair

Version Control

Date	Details	Next Review
1st September 2021	First Publication	September 2023
6th September 2023	Review	September 2027
13th May 2026	Annual Review	May 2027