

# LYDFORD PARISH COUNCIL

## Grant Awarding Policy and Procedure

### Introduction

A grant is any payment or gift made by the Parish Council to a group or an organisation for a specific purpose that will benefit the Parish, or residents of the Parish, and which is not directly controlled or administered by the Parish Council. Grants must be “in the interests of or will directly benefit the area or its inhabitants, or of part of it, or some of it” and “the direct benefit should be commensurate with expenditure” (S137 Local Government Act 1972).

### Policy

The Parish Council awards grants, at its absolute discretion, to groups or organisations which can demonstrate a clear need for financial support to achieve an objective which will benefit the Parish by:-

- Providing a service,
- Enhancing the quality of life,
- Improving the environment of, or reducing the environmental impact of, the Parish of Lydford.

The Parish Council will NOT award grants to:-

- Private individuals (solely for their own benefit),
- Commercial organisations,
- Purposes for which there is a statutory duty upon other local or central government departments to fund or provide,
- “Upward funders” i.e. local groups where fund-raising is sent to a central HQ for redistribution.
- Political parties,
- Religious organisations: unless for a purpose which does not discriminate on grounds of belief.

This list is not exclusive, and may be amended at the Council’s discretion. Only one application for a grant will be considered from any organisation in any one financial year. Ongoing commitments to award grants in future years will not be made. A fresh application will be required each year. This will be at the discretion of the Council. Grants will not be made retrospectively.

### **Application Procedure**

Organisations or groups requesting financial assistance for amounts from £51 up to of £500 are required to submit a completed application form. For requests of £50 or less a simple letter stating the grounds for the request is sufficient.

For grants greater than £150, applying organisations will normally be expected to have clear written aims and objectives, a written constitution, and a separate bank account controlled by more than one signatory.

All grants awarded will be subject to 'report back' to Lydford Parish Council as to progress and/or community benefit.

Preference will be given to applications which demonstrate full or partial matched funding, although sole-funded applications will also be considered.

### **Assessment Procedure**

Applications can be made at any time in the year, but must be received by the Clerk at least two weeks before the meeting at which they are to be considered. Once the grants budget is exhausted, the Parish Council will only consider emergency requests for assistance. An emergency grant request, once received in writing, will be considered at the next meeting of the Parish Council.

Each application will be assessed on its own merits. The Parish Council may make the award of any grant or subsidy subject to such additional conditions and requirements as it considers appropriate. The Parish Council reserves the right to refuse any grant application which it considers to be inappropriate, or against the objectives of the Council.

### **Successful Applications**

A grant award must only be used for the purpose stated on the application. If the organisation is unable to use the money, or any part of it, for the purpose stated, then all monies, or unexpended part of such monies must be returned to the Parish Council. The Parish Council may request proof of expenditure. Organisations receiving grants are required to advise their users/members that the grant or equipment has been received from Lydford Parish Council. Where appropriate, the Parish Council may require a notice to be affixed. Where equipment is gifted to an organisation, The Parish Council requires that it be insured and maintained at the expense of the user.

Policy adopted July 2020

Reviewed and updated December 2025

Next review December 2028

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Grant Application Form

Please complete this form and attach the relevant information and send to: The Clerk to Lydford Parish Council, 24 Great Fellingfield, Mary Tavy, PL19 9QQ, or email to [clerk@lydfordparishcouncil.com](mailto:clerk@lydfordparishcouncil.com)

Name of organisation	
Applicant's contact details	
Position within organisation	
Telephone	
Email	
Is your organisation a registered charity?	
If yes, charity number	
Project for which grant is required?	
Total Cost	
Have any funds been requested from other sources?	
Amount requested. Was that application successful?	
Amount of grant requested from Lydford Parish Council	
When are the funds required?	
Details of the bank account to receive the grant funds	Account name: Sort Code: Account Number: