

Marcham Parish Council

Community Grants Policy

Adopted: 8th June, 2026

Review Date: May 2027

1. Introduction

Marcham Parish Council recognises and supports the valuable contribution made by local voluntary groups, charities, clubs, societies and community organisations to the wellbeing of the parish and its residents.

The Council may award grants, subject to the availability of funds, to organisations and projects which directly benefit the residents of Marcham and contribute to the social, environmental, recreational or cultural life of the parish.

This policy sets out the conditions and process for applying for grant funding from Marcham Parish Council.

2. Legal Powers

Grants are awarded in accordance with the powers available to parish councils, including but not limited to:

- Local Government (Miscellaneous Provisions) Act 1976
- S.142 Local Government Act 1972
- Any other relevant statutory provisions in force at the time of the application

Under s. 137 Local Government Act 1972, the Council may only award grants for purposes that are in the interests of, and will bring direct benefit to, the parish or some or all of its residents.

3. Who May Apply

Applications will be considered from:

- Registered charities
- Voluntary and community organisations
- Sports clubs and recreational groups
- Not-for-profit organisations
- Community interest companies operating on a not-for-profit basis
- Schools or educational groups for projects benefiting the wider community

The organisation must:

- Be properly constituted or governed
 - Operate on a non-profit basis
 - Demonstrate clear benefit to residents of Marcham
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4. What Can Be Funded

Some examples of eligible expenditure include but not limited to the following :

- Community events and activities
- Equipment purchases
- Improvements to community facilities
- Youth activities
- Sports and recreation projects
- Environmental or heritage projects
- Projects supporting health and wellbeing
- Projects supporting vulnerable residents

The Council may consider part-funding projects where match funding has been secured from other sources.

5. What Will Not Normally Be Funded

The Council will not normally fund:

- Retrospective applications for expenditure already incurred
- Political organisations or activities promoting political beliefs

- Religious organisations where funding is intended to promote religious beliefs
 - Individuals
 - Commercial or profit-making organisations
 - Activities that are the responsibility of another authority
 - Ongoing salary costs unless clearly justified
 - Projects with insufficient financial information
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6. Application Process

1. All applications must be submitted on the Council's official grant application form.
2. Applications should include all requested supporting documents.
3. Applications are reviewed at the Parish Council meetings
4. Applications should be submitted in sufficient time ahead of a Parish Council meeting, at least 7 working days, unless otherwise instructed. Applications submitted later than this will be held over to the next Parish Council meeting.
5. Late or incomplete applications may not be considered.

The Council reserves the right to request additional information before making a decision.

Applications will normally be considered in the order they are received by the Council. Once the grant budget allocated for a financial year has been fully committed, the Council may close the scheme to further applications for the remainder of that financial year.

7. Supporting Information Required

Applicants must provide:

- A completed application form
 - A copy of the organisation's constitution or governing document
 - The latest accounts or financial records
 - Details of the project or activity
 - Evidence of any other funding secured or applied for
 - Bank account details where appropriate
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8. Assessment Criteria

Applications will be assessed against the following criteria:

- Benefit to Marcham residents
- Community impact and value for money
- Financial need
- Evidence of good governance and sound financial management
- Availability of Council funds
- Sustainability of the project
- Availability of other funding sources

The Council is not obliged to award the full amount requested, or to award any grant.

All applications will be assessed against the Council's criteria. The Parish Council's decision is final, and it reserves the right not to provide detailed feedback on unsuccessful applications.

9. Conditions of Grant

Where a grant is awarded:

1. Funds must only be used for the purpose stated in the application.
 2. The Council may request evidence that the grant has been used appropriately.
 3. A short report or supporting evidence of expenditure should be submitted within 12 months of the grant award.
 4. Any significant changes to the project must be reported to the Council.
 5. Unspent funds may be required to be returned.
 6. The Council reserves the right to reclaim grant funding in cases of misuse or non-compliance.
 7. Receipt of a grant in one year does not guarantee future funding.
 8. Normally only one application per organisation per financial year will be considered.
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10. Payment of Grants

Successful applicants will normally receive payment by cheque or bank transfer payable to the organisation.

Should the Council be made aware of additional relevant information, then it can review the grant award.

The Council cannot make payments to individuals.

11. Publicity

The Council may publish details of successful grant awards.

Recipients may be asked to acknowledge the support of Marcham Parish Council in publicity material relating to the funded project.

12. Equal Opportunities

The Council welcomes applications from all sections of the community and will assess applications fairly and consistently.

Marcham Parish Council

Grant Application Form

Please complete all sections of this form. Incomplete applications may be delayed or not considered.

Section 1 – Organisation Details

Name of Organisation:

Type of Organisation (charity, club, CIC, voluntary group etc.):

Registered Charity Number (if applicable):

Organisation Address:

Main Contact Name:

Position in Organisation:

Telephone Number:

Email Address:

Section 2 – About Your Organisation

Please provide background information about your organisation, including its aims and activities:

Section 3 – Grant Request

Amount Requested: £ _____

What is the grant funding for?

Section 4 – Community Benefit

How will this project or activity benefit the residents of Marcham?

Section 5 – Key Dates

Please provide any key dates relevant to the project or activity:

Activity	Date
Project start date	
Project completion date	
Event date(s)	
Other important milestones	

Section 6 – Project Costs and Funding

Total Project Cost

£ _____

Other Sources of Funding

Please provide details of any other grants, sponsorship, fundraising or contributions towards the project.

Funding Source	Amount	Secured / Applied For
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Section 7 – Financial Information

Please provide details of the organisation’s current financial position:

Current balance held in organisation accounts:

£ _____

Please attach copies of:

- Latest accounts or financial statements
 - Constitution or governing document
 - Any relevant quotations or estimates
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Section 8 – Payment Details

Address for Cheque Payment

Please provide the name and address to which any cheque should be sent.

Payee Name:

Cheque Postal Address:

Section 9 – Declaration

I confirm that:

- The information provided in this application is correct to the best of my knowledge.
- The organisation is authorised to apply for this funding.
- Any grant awarded will only be used for the purposes stated in this application.
- Supporting documents have been enclosed.

Signed: _____

Name: _____

Position: _____

Date: _____

Checklist

Before submitting your application, please ensure you have enclosed:

- Completed application form
- Latest accounts or financial records
- Constitution or governing document
- Supporting quotations or estimates where applicable
- Details of other funding sources

Please note that applications are normally considered in the order they are received, and the Council may stop accepting applications once the annual grant budget has been fully allocated.

Please return completed applications to:

The Clerk Marcham Parish Council [Insert Address]

Email: clerk@marchamparishcouncil.gov.uk