

# **Sutton Valence Parish Council**

## **GRANT AWARDING POLICY – Adopted 10/9/2025**

To be reviewed September 2027

### **Objective**

The Parish Council will consider supporting activities and causes which benefit the parish of Sutton Valence.

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, as permitted under Section 137 (1) of the Local Government Act, 1972 which gives councils the power '*to incur expenditure for purposes not otherwise authorised*'.

### **Eligibility**

Any grant made by the Parish Council must directly benefit some or all of the residents of the parish of Sutton Valence. Applicants must set out how the community in Sutton Valence will benefit from the grant itself or work funded by any grant awarded. This is particularly important where an application is made by an organisation working regionally or nationally.

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

- The group must be a 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 Sutton Valence
- The group must be formally constituted and have a management committee made up of volunteers
- Political parties are not eligible for grant funding.

### **Criteria**

Each application will be assessed on its own merits and will be considered along with other applications at the meeting. In particular the Council will consider:

- How well the grant will provide benefit to Parishioners
- How effectively the group will use the grant
- Whether the costs are appropriate and realistic
- What level of contributions has been, or will be, raised in addition to the grant. It is unlikely that the Council will give a 100% grant to any proposal.
- The Council may require representation on the management committee if it is responsible for a substantial element of an organisation's funding

**Conditions.**

- Multiple applications within a 12-month period will not normally be considered.
- 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, therefore, be allowed to verify that the monies have been spent accordingly.
- Should the Parish Council request proper evidence of actual or 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.
- An acknowledgement on receipt of the grant cheque or bank transfer is required

**The following requests will not be considered:**

- Support for projects outside of Sutton Valence Parish unless they can prove a clear direct benefit to Parishioners.
- General appeals from national charities
- Financial support for an individual or family
- General advertising
- Political, lobby, pressure and campaigning groups or trade union activities
- Appeals intended to promote a particular political or denominational affiliation
- Projects for which organisations have any statutory duty

**Application Process**

- Applications should be made by completing the Grant Awarding Application Form and should be submitted to the Clerk. Grant Awarding Application Forms can be obtained from the Clerk or downloaded from the Parish Council website
- An organisation which has not previously applied to the Parish Council must submit a copy of its constitution.
- Applications will normally be considered annually as part of the Council's budget setting process. The deadline for submission of Grant applications is therefore 30<sup>th</sup> September, in relation to grants to be paid in the forthcoming financial year.
- However, by exception, if funding remains available, requests may be considered at other times during the financial year, at the discretion of the Parish Council. Applicants requesting grants to fund specific projects must set out any other funding they have been awarded or have applied for in the previous 18 months or are in the process of applying for. Where the Parish Council is being asked to be the sole funder, the applicant must explain the reason for this.

- Grant applications should be submitted to the Clerk to the address noted on the form or via email to: [clerk@suttonvalence.org.uk](mailto:clerk@suttonvalence.org.uk). Applications will be presented to the Council for consideration at the October Parish Council meeting. If the timescale is such the Council will not have time to give the proposal due consideration before the next Parish Council meeting, it will be dealt with no later than the next subsequent meeting.
- Applicants are usually informed within two weeks of the meeting.
- Grant recipients are encouraged to attend the Annual Parish Meeting (normally April or May) and may be asked to mount a display or make a presentation.

### **Promotion**

The Parish Council will recognise successful groups in its own reports to parishioners and may ask for contributory written materials from those awarded grants accordingly to publish on the Parish Council website or newsletters.

**SUTTON VALENCE PARISH COUNCIL**

**Grant Application Form**

Please email this form to [clerk@suttonvalence.org.uk](mailto:clerk@suttonvalence.org.uk) or  
post to The Clerk, The Parish Office, Sutton Valence Parish Council, Village Hall, North  
Street, Sutton Valence , Maidstone, Kent ME17 3HT

**Name of Organisation:**

**Name of Lead Contact:**

Is the organisation a Registered Charity **YES/NO** (\*please delete as appropriate).

If yes, please indicate the Charity Number: NB Some organisations are entitled to Charity Status through membership of a national organisation. If this applies to you please name the national organisation.

**Grant sum requested: £**

Would the grant that you seek be applied for the general benefit solely of the parishioners of Sutton Valence Parish or for a wider area?

If the grant will benefit a wider area what number/or percentage of beneficiaries would be Sutton Valence parish based residents? (use separate sheet if necessary).

Is the grant requested for a specific project? **YES/NO** (\*please delete as appropriate)

If YES, please give details of the project in the form of a draft business plan with a detailed, estimated breakdown of costs, income, expenditure etc. (Please attach separate documents and give summary below).

Cost £

Funds Raised £

Funds Promised £

Balance £

Commencement Date:

Completion Date :

Other possible sources of finance:

Please list all other companies/ organisations approached for funding in the previous 18 months, or those in the process of applying to for funding and the sum applied for:

List which applications were successful and detail sums awarded? Also detail, any for which the outcome is still pending.

If a grant is not for a specific purpose or project, please state how any sum awarded will be used (use separate sheet if necessary)

**Checklist:**

- Applicant has read & understood the Grant Awarding Policy Conditions as detailed
- A copy of the constitution included if not already supplied to SVPC
- Financial information (copy of the last audited annual accounts or, in the case of smaller organisations, a recent income and expenditure statement authorised by a qualified accountant)
- Names/addresses of members of the management committee and project leader
- All supporting relevant information you would wish the Council to consider (use separate sheet if necessary)