

SWINDON PARISH COUNCIL

Grant Awarding Policy

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1. Revision History

8 th September 2025	Document accepted at a meeting of the full council.

2. Scope

This document describes Swindon Parish Council's policy regarding the award of grants.

3. The Background

The Local Government Act 1972 gives Parish Councils the power to award grants that are in the interests of, and will bring direct benefit to, their area or any part of it or all or some of its inhabitants.

4. The Amount of the Grant

Swindon Parish Council will, as part of its budgeting process, set aside an amount each year to be awarded in grants. In any particular year that amount may be zero.

The amount of an individual award will be at the discretion of Swindon Parish Council but will not cause the amount allocated from its grant budget to be exceeded.

5. Types of Applications

All applications will be considered on their merits, but in general grants will be awarded for capital projects, such as the purchase of equipment, works to buildings, improvements to premises. In addition the Council may support a community event, festival or other special event. Grants towards running costs, salaries or consumables, will only be considered in exceptional circumstances.

The purpose for which the grant is made must be in the interests the Swindon Parish area or some or all of the inhabitants of Swindon Parish. The benefit to the area or inhabitants must be commensurate with the expenditure.

Retrospective applications will not be funded where the expenditure has already been incurred, the project has been carried out or the event has taken place.

The grant mechanism does not offer an ongoing income stream. Whilst applicants may be successful on more than one occasion each grant should be regarded as a one off and there is no obligation on the Council to provide further funding.

6. Types of Applicant

Grants may be awarded to voluntary groups and societies, clubs, not-for-profit organisations and charities operating in the area where the benefit will be for Swindon Parish.

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Grants will not be awarded to individuals or to regional or national charities unless it is for a specific project with an obvious benefit to Swindon Parish.

The applicant may be from outside Swindon Parish provided they can demonstrate direct benefit to Swindon Parish.

Swindon Parish Council will take into account any previous grant made to the applicant when considering a new application, including the outcome of any previous application.

A grant will not be awarded in support of any commercial venture or for private gain.

7. The Obligations of the Applicant Prior to Award

The applicant must supply such information as Swindon Parish Council may request to enable the bid to be evaluated. This may include:

- A copy of its constitution or equivalent
- Audited accounts and supporting documentation detailing costs of the capital expenditure, project or event for which the funding is sought
- The total amount of money required for the project, the amount of funding sought from Swindon Parish Council and the sources of the remainder of the total

The applicant and Swindon Parish Council must agree the criteria that constitute successful use of the grant.

8. Assessment of the Application

The grant application will be assessed by a working party of councillors formed for the purpose.

Preference will be given to:

- new topics
- organisations not previously in receipt of a grant
- small organisations
- new organisations
- organisations who have tried to get funding from alternative sources
- projects providing the greatest benefit for Swindon Parish
- organisations previously in receipt of funding if they were able to demonstrate a successful outcome to their previous project

The working party will make a recommendation to the full council.

9. The Obligations of the Applicant Following Award

The applicant must ensure that the purpose to which the grant is put is compliant with all legislation.

The contribution of Swindon Parish Council must be recognised in any relevant publicity.

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The applicant must provide written evidence that the grant has been used in a way that is consistent with the statements made on the application and the success criteria agreed with the Council. The evidence may take the form of a brief report, receipts, invoices and/or photographs.

The evidence provided by the applicant must show how the grant assisted the organisation and what it helped to achieve.

The evidence must be submitted within two months of the purchase of the capital equipment or completion of the project.

10. Rights of the Council

If the grant is put to purposes other than those for which it was awarded without the prior written approval of the Parish Council, the recipient organisation or group will be required to repay the grant to the Parish Council.

The Parish Council reserves the right to publicise its contribution to the applicant in any way it sees fit.

11. Further Action by the Council

The Parish Council will undertake a review of the outcome of each grant to assess its success. This review may result in changes to the Council's policies and procedures and will inform the Council's view of subsequent applications of a similar nature or from the same applicant.