Wall Parish Council Grant Awarding Policy

legal reference Local Government Act 1972 s 214(1) & Sch26 para (1) & para 25.2 LGA241(6) Parish Councils Act 1957 s 2

This policy shall be reviewed and approved by Full Council as required reflecting legislative, financial, or operational changes

Approved July 2026

Grant Application Form -Terms and Conditions

INTRODUCTION

The purpose of this document is to detail the process and criteria Wall Parish Council will use to:

- Support applicants, with an effective guidance and application process.
- Adjudicate grant submissions

The process is designed to ensure Compliance to Section 137 of the Local Government Act 1972 (s.137 LGA 1972) which is the statutory provision affecting community-level funding by parish and town councils in England and Wales.

Wall Parish Council is empowered under the LGA to spend some of its money, subject to limits and regulations, on purposes that it considers to be 'in the interests of, and will bring direct benefit to, their area, or any part of it, or all or some of its inhabitants [1]

Applications for grants must be submitted on the attached application form for consideration by the Parish Council.

Assessment Procedure

Wall Parish Council budgets annually for an amount to be set aside from which grants will be awarded during the following financial year. During that process it will determine what funds it makes available under the Section 137. Once the grant budget is exhausted, the parish council will only consider emergency requests for assistance, and generally only from organisations with which it has close links

1. On receipt of the application the clerk will complete an initial validation to ensure all appropriate fields have been completed and either:
   - 1.1 Register the application if fully completed or
   - 1.2 Partially register incomplete applications detailing the reason for return and the expected return date or
   - 1.3 Return the incomplete application with supporting rational, requesting a re-submission
2. Each proposed grant award shall be added to the agenda and presented to Full Council at the next meeting and will be:
   - 2.1 Formally proposed and seconded
   - 2.2 Determined by majority vote
   - 2.3 Recorded in the minutes
3. Following the Council's decision, the Parish Clerk shall notify all applicants in writing
   Unsuccessful applicants shall receive feedback and the reasons for refusal
   Successful applicants shall be advised of the amount awarded and payment arrangements.
4. All payments shall be made in accordance with the Council's Financial Regulations
5. The decision of Full Council is final. There is no right of appeal .

---

[1] NALC's Legal Topic Note 31 (LTN 31) forms the basis of local council grant-making policies

6. The parish council reserves the right to refuse any grant application which it considers to be inappropriate.

General criteria – to be applied to all applications:

7. The application must relate to some specific item of capital expenditure or project, and not to any regular item, or maintenance, or other revenue item such as utility or staffing costs.

8. The purpose for which the grant is requested must be in the interests of Wall Parish, (or any part of it) or all, or some of the inhabitants of Wall Parish. The benefit to the area or inhabitants must be commensurate with the expenditure.

9. Groups or organisations within the area of the Parish may apply; those outside the Parish who can demonstrate direct benefit to the Parish, may be eligible to apply for consideration.

10. No financial assistance can be given to individuals under this scheme.

11. No grant will be payable to, or for, any commercial venture or for private gain.

12. Retrospective applications will not be funded i.e. where the expenditure on the project has been carried out or the event has taken place.

13. A copy of the most recent audited accounts and a current bank balance must accompany the application form.

14. Any previous grant made to a group or organisation may be considered when considering a new application.

15. Preference is usually given to projects which can be completed within one year of the funding being awarded.

16. Each application will be considered fairly on its merit and the amount of the grant will be at the discretion of the Parish Council.

17. Recipients must agree to providing a report to Wall Parish Council outlining how the grant has been spent; this will be reported to a Full Council Meeting .

18. On completion, applicant must provide receipts of the agreed funding items, this to be sent before the end of the financial year, otherwise funding must be returned to Wall Parish Council.

How often can I apply? There are no restrictions on when an organisation can re-apply for funding, but only one project can be supported at one time per organisation. New applications can be submitted once all aspects of the current project are complete.

Applications for support for a Commemorative Event or Festival: The application must relate to a community event, a festival, or special event in commemoration and be held within/or in the interests of Wall Parish. Preferably, the application should be for the support of specific identifiable elements of the event or festival, rather than towards general running costs.

Adopted by Wall PC Full Council: 21st July 2026

Signed at the PC meeting by: Cllr P Sampson Chairman Wall PC
Original Signed copy is available on application to the Clerk

.

Applicants must complete the form below and return to Clerk@wallparishcouncil.gov.uk alternatively post to: Wall PC Clerk, 251 Birmingham Road, Lichfield WS140PD

Wall Parish Council Grant Application Form
Name of Group / Organisation **Date**
Correspondence Address **E-mail** **phone**
What are the main activities of your Group / Organisation?
Describe the project for which funding is required including the projected time scale. Applications must detail how the wider parish will benefit, with a focus on inclusivity, accessibility, and community involvement. **Note: Please attach any action plans, estimates or supporting information which you may have.**
How much money are you requesting from Wall Parish Council?
What is the total cost of the project (in words & figures)?
I have read the terms and conditions and agree to them **Print name:** **Signed:** **Position in Group / Organisation**