



## Grant Awarding Policy

Date of adoption by Parish Council	12 <sup>th</sup> January 2026	Next review date	January 2028
Signature of Chairman of Parish Council		Policy reference	POL-012

### 1. Introduction

A grant is any payment made by the Parish Council to an organisation for a specific purpose that will benefit the Parish or residents of Congresbury, and which is not directly controlled or administered by the Parish Council.

Grants may be awarded either in cases where the funding falls within the scope of Parish Council Permitted Powers or under section 137 of the Local Government Act 1972 which must be *"in the interests of or will directly benefit the area or its inhabitants, or of part of it, or of some of it"* and *"the direct benefit should be commensurate with expenditure"*.

Funding support will be considered to voluntary and community sector organisations that are:

- Based in or around Congresbury and delivering activities or services to the people of Congresbury
- Based outside of Congresbury but are providing activities or services not otherwise available to Congresbury residents.

### 2. Awarding Policy

- a) Congresbury Parish Council awards grants, at its discretion, to organisations which can demonstrate a clear need for financial support to achieve an objective which will benefit the Parish.

The Parish Council will not award grants to:

- Private individuals
  - Commercial organisations
  - Political parties
  - Religious organisations, unless for a purpose which does not discriminate on grounds of belief
- b) Only one application for a grant will be considered from any organisation in any one financial year (1<sup>st</sup> April – 31<sup>st</sup> March) (unless there are mitigating circumstances).
- c) On-going commitments to award grants in future years will not be made. A fresh application will be required each year.
- d) Groups/Organisations must have a bank account in its own name, with authorised representatives.
- e) Grants will not normally be made retrospectively.
- f) Extended grants i.e. that run over a period of more than one year will not normally be considered. However, in exceptional circumstances the Council may consider such an application which should be supported by a business plan or service plan in respect of the period for which the grant is being applied for.

- g) The Parish Council's decision on an application is final and there is no right of appeal. The Council reserves the right to decline any application without giving reason for the decision.

### **3. Application procedure**

- a) Organisations requesting financial assistance will be invited to apply by submitting their fully completed application form and a financial statement (e.g. statement of accounts, income and expenditure) to the Parish Council for consideration by no later than the last working day of November. This will allow for the Parish Council to consider the demand for grants whilst setting the budget. Organisations will be required to explain the reasons for the grant with clear aims and objectives.
- b) The grants will then be considered at the Parish Council's Finance meeting in April and ratified at the Annual meeting in May.
- c) Where a request for a grant is agreed, The Parish Council shall determine the amount, using the figure stated by the applicant as a guide only.
- d) Payment of grants will be made as soon as possible following that meeting and, if necessary, in instalments throughout the year. A grant paid in instalments will need to be requested by the applicant each month/quarter, before the Parish Council can make payment(s). A remittance advice or letter will be sent by the applicant to the Parish Council to inform the Parish Council payment has been received and include any remaining grant money amount(s), to avoid any missed payment(s) within that financial period.
- e) Organisations that are involved with children, young people or vulnerable adults (football clubs, Brownies, Scouts, luncheon clubs etc.) must submit their Safeguarding Policy with their grant application.
- f) The availability of funds to support voluntary activity is dependent on the Council's overall financial position and the choices it makes when allocating its resources. Each application will be assessed on its own merits. However, to ensure as fair a distribution as possible of available funds, the Parish Council will take into account the amount and frequency of any previous awards.
- g) Emergency grants can be applied for at any time throughout the year and will be considered at the next Full Council meeting, awarding of these grants will be dependent on available funds. Due account may also be taken of the extent to which funding has been sought or secured from other sources or fund-raising activities.
- h) The grant must be used for the stated purpose only otherwise the monies should be returned to the Parish Council, except where the Council's prior written consent has been given for the funding to be used for another purpose.
- i) The Parish Council reserves the right to request repayment of any grant where an applicant does not comply with these conditions.

### **4. Grant Monitoring Process**

- a) Grant recipients will be required to provide evidence of how the grant was spent to the Parish Council.
- b) Recipients of grants in excess of £1000 will need to provide a written report of how the grant money has been used within 12 months of receipt of the grant. This may take the form of an annual report or set of accounts which clearly identify the manner of spending.

# Privacy Notice

## When you contact us

The information you provide (personal information such as name, address, email address, phone number, organisation) will be processed and stored to enable us to contact you and respond to your correspondence, provide information and/or access our facilities and services. Your personal information will be not shared or provided to any other third party.

## The Councils Right to Process Information

General Data Protection Regulations Article 6 (1) (a) (b) and (e)

Processing is with consent of the data subject or Processing is necessary for compliance with a legal obligation or Processing is necessary for the performance of a task carried out in the public interest or in the exercise of official authority vested in the controller

## Information Security

Congresbury Parish Council has a duty to ensure the security of personal data. We make sure that your information is protected from unauthorised access, loss, manipulation, falsification, destruction or unauthorised disclosure. This is done through appropriate technical measures and appropriate policies. Copies of these policies can be requested.

We will only keep your data for the purpose it was collected for and only for as long as is necessary. After which it will be deleted. (You may request the deletion of your data held by Congresbury Parish Council at any time).

## Children

We will not process any data relating to a child (under 13) without the express parental/ guardian consent of the child concerned.

## Access to Information

You have the right to request access to the information we have on you. You can do this by contacting our Data Controller: The Parish Clerk, Orchard House, The Old School Rooms, Station Road, Congresbury BS49 5DX [www.congresbury-pc.gov.uk](http://www.congresbury-pc.gov.uk) Tel: 01934 838802 [clerk@congresbury-pc.gov.uk](mailto:clerk@congresbury-pc.gov.uk)

## Information Correction

If you believe that the information we have about you is incorrect, you may contact us so that we can update it and keep your data accurate. Please contact: The Parish Clerk, Orchard House, The Old School Rooms, Station Road, Congresbury BS49 5DX. Tel: 01934 838802 [clerk@congresbury-pc.gov.uk](mailto:clerk@congresbury-pc.gov.uk) to request this.

## Information Deletion

If you wish Congresbury Parish Council to delete the information about you please contact: The Parish Clerk, Orchard House, The Old School Rooms, Station Road, Congresbury BS49 5DX. Tel: 01934 838802 [clerk@congresbury-pc.gov.uk](mailto:clerk@congresbury-pc.gov.uk) to request this.

## Right to Object

If you believe that your data is not being processed for the purpose it has been collected for, you may object: Please contact The Parish Clerk, Orchard House, The Old School Rooms, Station Road, Congresbury BS49 5DX. Tel: 01934 838802 [clerk@congresbury-pc.gov.uk](mailto:clerk@congresbury-pc.gov.uk) to object.

## Rights Related to Automated Decision Making and Profiling

Congresbury Parish Council does not use any form of automated decision making or the profiling of individual personal data.

**Conclusion:** In accordance with the law, we only collect a limited amount of information about you that is necessary for correspondence, information and service provision. We do not use profiling, we do not sell or pass your data to third parties. We do not use your data for purposes other than those specified. We make sure your data is stored securely. We delete all information deemed to be no longer necessary. We review our Privacy Policies to keep it up to date in protecting your data. (You can request a copy of our policies at any time).

## Complaints

If you have a complaint regarding the way your personal data has been processed you may make a complaint to The Parish Clerk, Orchard House, The Old School Rooms, Station Road, Congresbury BS49 5DX. Tel: 01934 838802 [clerk@congresbury-pc.gov.uk](mailto:clerk@congresbury-pc.gov.uk) and the Information Commissioners Office [casework@ico.org.uk](mailto:casework@ico.org.uk) Tel: 0303 123 1113