

Bishops Lydeard and Cothelstone Parish Council – Grants Policy

**Adopted by Bishops Lydeard and Cothelstone Parish Council
On: 10th September 2025.**

Reviewed: 13th May 2026

Due for next Review: May 2027

INTRODUCTION

A grant made by Bishops Lydeard and Cothelstone Parish Council is a payment to be used by an organisation or individual for a specific purpose in the furtherance of the well-being of the local community, where that purpose is not directly controlled or administered by the council.

Grants will be awarded to support initiatives in the local community, help create opportunities for the residents of Bishops Lydeard and Cothelstone Parish, help networking and building of communities, improve the physical and mental health of the community. The community is made up of residents of all ages.

The administration of and accounting for any grant shall be the responsibility of the recipient.

Grants are made as one-off payments and will not represent an ongoing commitment by the Parish Council to award grants or subsidies in future years. A fresh application will be required each time.

Any permissions / licenses / permits required for any work forming part of the grant application is for the applicant to arrange / apply for. The provision of grant money cannot be construed as providing any required permissions.

To ensure as fair a distribution as possible, the Council will consider the amount and frequency of previous awards.

The Council may make the award of a grant subject to such additional conditions and requirements as it considers appropriate: for example, the Parish Council may request sight of invoices or photographic evidence of completion of works.

Applications will be assessed on their merit, the benefits to the local community of the Parishes. It is expected that as much information as possible will be provided with a grant application.

Applications will be considered for capital projects or community self-help; but not for elements of normal maintenance which would be expected to be met from revenue.

Grants will be awarded for the following categories:

- Community Projects
- Environment Projects

Please decide which category applies to you before applying, as different criteria are used in the consideration of the grant application.

Grants can be provided as start-up awards for new organisations or individuals; as well as grants for existing organisations and individuals who have previously benefitted.

Please do not hesitate to seek advice from any Councillor or the Clerk, before making your claim. Contact information is on the Council website www.bishopslydeardparishcouncil.gov.uk

APPLICATIONS

Applications will be accepted from individuals or groups/organisations for support for activities /projects based in the parishes of Bishops Lydeard and Cothelstone, or to the benefit of residents of the Parishes.

GDPR: By completing the application form, applicants are giving consent for their personal details to be held and made available for Parish Council deliberations.

Applications **WILL NOT** be considered from:

- Organisations or individuals intending to support or oppose any particular political party or to discriminate on the grounds of race, religion, age, gender, sexual orientation, marital status, or any disability. This is in accordance with the duty the Parish Council has to consider the following matters in the exercise of any of its functions: Equal Opportunities, Crime & Disorder, Health & Safety and Human Rights.
- Private organisations operating as a business to make a profit or surplus.
- "Upward funders", i.e. local groups whose fund raising is sent to their central HQ for redistribution.
- Applications will not normally be considered from national organisations or local groups with access to funds from national "umbrella" or "parent" organisations; unless funds are not available from their national bodies or the funds available are inadequate for a specified project.
- Applications from religious groups will be considered only where a clear benefit to the wider community of all faiths and none can be demonstrated irrespective of their religious beliefs. Compliance with this requirement will need to be demonstrated throughout the project.
- Applications from education, health or social service establishments will be considered where the organisation can demonstrate that it is working in partnership

with other groups and where there are benefits to the wider community within the Parishes.

All applications must demonstrate clearly how a grant will be of benefit to the local community living within the Parishes.

Due account will be taken of the extent to which funding has been sought or secured from other sources or own fund-raising activities. Further details of other organisations that may be supportive should be declared to the Council when the application is made.

Application for Grants in any category can be made at any time during the financial year. Decisions will be made at the next appropriate Parish Council meeting. Applicants will be informed of the decision directly. The grant should be spent or allocated before 31st March of the financial year of the application, or a longer time frame may be requested if supported by evidence (photographic and /or documentary). Failure to spend the grant awarded within the time agreed may result in a request for repayment.

The award of the grant will be by payment by BACS into a designated bank account, only in exceptional circumstances will funds be paid into a private bank account. Alternatively, the Parish Council may award a grant that involves the PC paying for goods or services on behalf of the applicant.

GRANT APPLICATIONS

ELIGIBILITY CRITERIA

Grants are for organisations and individuals delivering good or services for the benefit of members of the community of the Parishes. Applicants do not have to reside in the Parishes, but the point of delivery must be based within the Parishes or be supporting members of the community to engage in activities based outside the Parishes.

If the application is from an organisation or group, the written aims and objectives, constitution and membership rules should be available for inspection by the Parish Council (if requested) as part of the consideration of the application.

An organisation must be able to demonstrate that it is properly managed and able to run its affairs responsibly. The Parish Council may ask to inspect, as part of the consideration of an application, the audited accounts or accounts that have been independently examined by a suitably qualified person, for the previous financial years or, in the case of a newly formed organisation, a detailed budget and business plan. An organisation is required to have a bank account in its own name with two authorised representatives required to sign each cheque.

Individuals should reside in the Parishes or be applying for support for services offered in the Parishes, or services for the benefit of Parish residents based outside the Parishes. They must be prepared to produce references in support of their application and have a designated bank account (or be able to show designated funds).

APPLICATION FORM

Please complete this table and return to Bishops Lydeard and Cothelstone Parish Council (email: clerk@bishopslydeardparishcouncil.gov.uk)

Name of organisation/small group/local support	
Address, email and phone	
Amount applied for	
Purpose of grant	
What will the money help you achieve	
What will you spend the money on, provide a list of items and services	
Anticipated benefit to the Parishes	
Grants received previously from the Parish Council	
Sources of funds from applicant	
Sources of funds from elsewhere	
Fundraising	
What resources are being contributed	
Name of bank	
Bank Account	
Sort code	
Account number	