WALTON PARISH COUNCIL

Parish Clerk: Ian Blythe, 4 The Dell, Talkin, Brampton. CA8 1AQ
Tel: 07545086857 **Email: clerk@waltonparish.co.uk** **www.waltonparish.co.uk**

Grant Awarding Policy

This Grant Awarding Policy was approved by Walton Parish Council at their meeting on 2 September 2025

Policy Statement

A grant or subsidy is any payment made by Walton Parish Council (WPC) to be used by an organisation for a specific purpose in the furtherance of the wellbeing of the community.

Guidelines for Grant Applications

1) It is a condition of any grant application that the group or project must bring direct benefit to the residents of the parish. All applications must clearly demonstrate how this will be achieved.
2) Grant Aid application forms are available from the Clerk or from the Parish Council website. Application forms must be submitted along with the latest set of the group's annual accounts and bank statement(s). It is important that all questions on the application form are fully answered and that any appropriate additional information, which supports an application, is provided.
3) Retrospective grant applications will only be considered under special circumstances.
4) The scheme provides awards for new as well as grants for existing organisations. Applications will be considered for day-to-day running expenses and individual projects.
5) Applications WILL NOT be considered from:
    a. Organisations intending to support or oppose any particular political party or to discriminate on the grounds of race or religion.
    b. Private organisations operated as a business to make a profit or surplus.
    c. "Upward funders", i.e. local groups whose fund raising is sent to their central HQ for redistribution.
6) Applications from religious groups will be considered where a clear benefit to the wider community can be demonstrated irrespective of their religious beliefs.
7) It must be understood that any grant must only be used for the purpose for which it was awarded
8) WPC reserves the right to request any further information that it deems necessary to assist the decision making process
9) Ongoing commitments to award grants or subsidies in future years will not be made. A fresh application will be required each year.
10) The size of any grant awarded is at the sole discretion of WPC

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11) WPC reserves the right to refuse any grant application which is considered to be inappropriate or against the objectives of the parish council.

12) WPC sets a budget in January of each year for the following financial year (April -March) and therefore grant applications will be discussed and agreed at the November meeting of the Parish Council. Any applications and associated paperwork should therefore be received by the Clerk no later than two weeks before the November meeting. Grants will then normally be paid in the next financial year.

13) Any urgent application for funding made outside of the normal budget setting cycle may be deferred until the next budget cycle. Councillors, at their discretion, may resolve to consider payment earlier than the next financial year.

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GRANT APPLICATION FORM

Name of Organisation:		
Address:		
Telephone No:	**Email:**	
Contact Name & Position in Organisation:		
Contact Address (if different from above):		
Telephone No (if different from above):	**Email (if different from above):**	
1. **Aims of the Organisation**. (brief description of the main focus of the group and its benefit to Hayton)		
2. Approximate cost of project (if applicable)	**£**	
3. Amount you are applying for from Walton Parish Council	**£**	
4. Other funding applications (pending or approved)		
BANK DETAILS: **5. Account Name, Sort code and Account Number**		
6. Please tick to confirm you have enclosed a copy of your latest audited accounts, and	**Audited Accounts** ☐ **Latest Bank Statement(s)** ☐	

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most recent bank statement(s) to support your application	

Application submitted by:	**Name:** **Signature:**
Date:	
Completed Applications should be sent to: **Clerk to Walton Parish Council, Ian Blythe 4, The Dell, TALKIN. Brampton CA8 1AQ** **Queries: clerk@watonparish.co.uk or 07545086857**	

For Walton Parish Council use only:	
Date application received by WPC:	
Date submitted to full HPC:	
Request approved / Not approved	**Amount awarded (if applicable):** **£**