

Litton Cheney Parish Council

Grants and Donations Policy

September 2025

Approved by Full Council: 01/05/2018

Review Date: 09/09/2025

Next Review Date: 09/2027

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1. Introduction

Litton Cheney Parish Council will include in its annual budget money for local grants and donations. Through its Grants and Donations Policy the Council aims to support causes which it considers beneficial to the Parish, to promote local activity, and support clubs and organisations and individuals. The Council aims to ensure the award making activity is open, transparent and fair.

Any grants made available for such purposes are funded directly from the Parish Precept. A grant is for a specific purpose, a donation can be used as seen fit by the recipient.

Section 137 of the Local Government Act 1972 places restrictions on Parish Councils when it comes to making grants to other organisations or bodies. The maximum amount which a council may spend under Section 137 in any one year (i.e. from 1 April to the following 31 March) is restricted by the number of people on the parish electoral roll. The figure for 2025/26 is £11.10 per person giving a maximum of approximately £3274.50 available. However, the Parish Council has historically made grants and donations of under £1,000 per year and does not anticipate any increase in this figure, particularly given the financial constraints faced by the council

2. Eligibility for applying for a grant

Local groups, clubs and associations operating within the Parish, or directly benefitting people within the Parish, are eligible to apply

3. Projects/organisations/individuals not eligible to apply

- support for individuals or private business projects;
- the running costs of any organisation;
- projects which are the prime statutory responsibility of other government bodies;
- projects which improve or benefit privately owned land or property;
- projects which have already been completed or will have been completed by the time the grant is made.

4. How to apply

Any applications must be made on the application form attached to this policy and submitted to the Parish Clerk, Debbie Hollings, by email to clerk@littoncheney.org.uk or by post to 7 Broughton Crescent, Wyke Regis, Weymouth, Dorset DT4 9AS.

5. How will the application be assessed?

The Parish Council will consider any application at its bi-monthly meeting only and will look at the following:

- How well the grant will meet the needs of the community, providing positive benefit to the inhabitants
- How effectively the group will use the grant.
- Whether the application is appropriate and that costs are realistic.
- What level of contributions has been, or will be, raised locally
- Whether the organisation or group could reasonably have been expected to obtain sufficient funding from another, perhaps more appropriate, source
- How the organisation or group is managed, and where applicable as indicated in its Constitution.

6. Conditions

- Where a request for a grant/donation is agreed, the Council shall determine the amount, using the figure requested by the applicant as a guide only.
- The grant or donation shall be used only for the stated purpose otherwise the monies shall be returned to the Council, except where the Council's prior written consent has been given for the funds to be used for another purpose.

- The Council may request that applicants provide written feedback explaining how the grant/donation has benefitted their group/organisation. If feedback is required, this will be communicated in the decision letter.
- The Council reserves the right to request repayment of any grant/donation where an applicant does not comply with these conditions.
- Retrospective applications will normally not be considered.

7. Document History

Version ID	Description of Change	Version Sponsor	Policy Owner	Version Creation Date	Version Approval Date	Next Review Date
1.0	New document adopted	Parish Clerk	Full Council	01/05/2018	01/05/2018	09/09/2025
1.1	Format Update	Parish Clerk	Full Council	12/08/2025	09/09/2025	09/2027

Date: _____09/09/2025_____

Signature: _____*D. Hollings*_____

Role: _____Clerk/RFO_____

LITTON CHENEY PARISH COUNCIL
GRANTS AND DONATIONS APPLICATION FORM

Please note that this application will not normally be considered unless it is accompanied by a copy of the latest set of annual accounts showing the organisations income, expenditure and level of balances. If the organisation does not prepare annual accounts, copies of the bank statements covering the previous six months must be enclosed.

	Description	Details
1.	Name of Organisation	
2.	Name, Address and Status of Contact	
3.	Telephone Number of Contact	
4.	Is the Organisation a Registered Charity?	Yes. Please state Registered Charity Number: No.
5.	Amount of grant/donation requested	£
Should your application be successful please complete your bank details below for electronic payment:		
	Bank Sort Code Number	
	Bank Account Name	
	Bank Account Number	
6.	For what purpose or project is the grant/donation requested?	
7.	What will be the total cost of the above project?	£
8.	If the total cost of the project is more than the grant/donation, how will the residue be financed?	
9.	Have you applied for grant/donation for the same project to another organisation? If so, which organisation and how much?	
10.	Who will benefit from the project?	
11.	Approximately how many of those who will benefit are parishioners?	

You may use a separate sheet of paper to submit any other information which you feel will support this application.

Signed..... Date.....

Received by LCPC Date.....