Adopted On: 19th May 2026

UPTON & NORTH ELMSALL PARISH COUNCIL
GRANT SCHEME POLICY

1. **Introduction**

Upton & North Elmsall Parish Council is committed to supporting community-led initiatives that enhance the quality of life for residents, promote inclusivity, and contribute to a vibrant and cohesive parish.

The Council provides grant funding to support projects and activities that deliver clear benefits to the local community.

2. **Purpose of Grant Funding**

The Parish Council aims to provide financial assistance to projects and initiatives that:

- Promote community engagement and inclusivity
- Encourage social cohesion and reduce isolation
- Support and improve local amenities and services
- Deliver environmental or recreational benefits within the parish

3. **Eligibility**

Applications will be accepted from:

- Charities
- Voluntary and community organisations
- Recreational or special interest groups

Applicants must demonstrate that their project benefits residents of Upton & North Elmsall.

Groups based outside the parish may apply where a clear and direct benefit to parish residents can be evidenced.

Applications from schools or care homes must be submitted via a PTA, Friends group, or similar organisation, rather than directly from the institution.

4. **Types of Grants and Funding Levels**

The Council provides one-off grants to support both capital and revenue projects.

- The standard maximum grant available is £500 per project
- Applications may include multiple elements of a single project
- The scheme is intended to support projects and not act as ongoing core funding

The Council may consider larger grants in exceptional circumstances, particularly for one-off village events that demonstrate significant benefit to residents.

5. **Application Process**

Applications must be made using the Parish Council's official application form.

Applicants will be required to provide supporting documentation, including:

- Constitution or governing document
- Proof of public liability insurance
- Quotes, estimates, or supporting cost evidence
- Bank statement dated within the last three months in the name of the organisation
- Most recent financial information (accounts or summary)

6. Application Frequency

Groups may apply for funding once in any 12-month period, but may include multiple elements of a project within a single application.

Applications for recurring annual events or projects will be considered where they are based within the parish and demonstrate clear benefit to the community.

However, funding is not guaranteed on an ongoing basis, and the Council reserves the right to determine the level of funding awarded each year at its discretion.

7. Assessment Criteria

All applications will be assessed on their individual merits, with particular consideration given to:

- The level of community benefit and impact
- The need for the project
- The financial stability of the organisation
- Alignment with the Council's priorities
- Value for money

Where demand exceeds available funding, priority will be given to projects demonstrating the greatest community impact.

8. Match Funding and Contributions

Applicants are expected to contribute towards the cost of their project where possible.

While no fixed percentage is required, applicants should demonstrate:

- Financial contribution from their own funds, and/or
- Evidence of applications to other funding sources

9. Conditions of Funding

Successful applicants must agree to the following conditions:

- Funding must be used solely for the approved purpose
- The grant must not be used for alternative purposes without prior written approval
- Any unspent funds must be returned to the Council
- The grant must be returned if the project does not proceed

Grants will normally be paid via bank transfer directly into the organisation's account.

The Council reserves the right to request repayment of all or part of the grant if the conditions are not met.

10. Retrospective Applications

Retrospective applications (for projects already completed) may be considered.

The Council will assess:

- Whether the project was urgent
- The financial position of the organisation at the time

Each application will be considered on its own merits.

11. Monitoring and Reporting

Successful applicants are required to provide evidence of how the grant has been used.

This may include:

- Submission of receipts or evidence of expenditure within a timeframe specified by the Council
- A report outlining how the funding has benefited the group and/or community

Failure to provide the required information may affect future funding applications.

12. Publicity and Acknowledgement

Successful applicants must acknowledge the support of Upton & North Elmsall Parish Council in all relevant communications and promotional materials.

This includes, but is not limited to:

- Social media
- Press releases
- Event signage
- Printed or digital publications

Acknowledgement should clearly state that the project or initiative was "supported by Upton and North Elmsall Parish Council."

13. Exclusions

The Council will not normally fund:

- Political or religious activities (unless for wider community benefit)
- The provision of alcohol
- Activities that are the statutory responsibility of another authority

14. Review of Policy

This policy will be reviewed annually by the Parish Council to ensure it remains effective, transparent, and aligned with community needs.