



YAXHAM PARISH COUNCIL

Policy on the award of Grants

**Adopted by Yaxham Parish Council at its meeting on 26th
March 2025**

Due for Review March 2028

Policy on the award of Grants

Adopted by Yaxham Parish Council (the Parish Council) at its Meeting on 26th March 2025.

1. The Parish Council will expect Applications for Medium and Larger projects to demonstrate how much additional funding from other sources that the Applicant has applied for, received or could apply for in the event that an Application to the Parish Council is successful, or explain why this is not practical. **Overall, the Parish Council will expect all applicants to seek to secure external funding to contribute to a proportion of the project, and for Medium and Large applicants where possible to achieve at least £1 for every £1 granted.**
2. The Parish Council reserves the right to make all or part of the award of a grant contingent on the Applicant successfully securing additional funding from other sources, and/or securing planning permission or any other permissions that may be required for the project to proceed.
3. Applications for funds for projects should be made in writing to the Clerk using the forms attached. Any grants awarded will be limited to the uses as set out in the Application. The Parish Council will periodically request confirmation of the use of the grant made in line with the Application. If a project fails to proceed or there are funds remaining at a project's completion, then all unused funds are to be returned to the Parish Council. If an Applicant needs to vary the terms of the grant award, then they should write to the Clerk setting out the proposal for the Parish Council to consider.
4. An application form should be completed with any information the applicant feels necessary. The Parish Council will consider the application at its next meeting. Completed application and supporting information shall be provided by the applicant by email or post so that it arrives 10 days before the next scheduled meeting of the Council to ensure that it is included on that meeting's agenda.
5. The Parish Council may:
 - a. grant all or part of the sum requested, reject the application or request further information to enable it to make an informed decision;
 - b. make any grant in the form of single or staged payments, all or part may be in the form of a loan, or in such form as it sees fit;
 - c. attach reporting or other conditions to any grant that it sees necessary to the grant, and the signature of the recipient accepting such terms will be required before the grant is made available
6. The decision of the Parish Council is final and the reasons for accepting, varying or refusing the application will be made available to the applicant and to parishioners in the Minutes of the Parish Council meeting.
7. Please note completion of this form does not necessarily mean that a grant application will be successful in part or whole

Application Forms can be found at: <http://yaxham.com/parish-council/parish-council-finance/>

- Smaller Project Application Form
- Medium & Larger Project Application Form

Send completed Application Forms to: Email: clerk@yaxham-pc.gov.uk

What types of projects are eligible?

The following list is not exhaustive, and consideration is given to any projects that meet the Parish Council's aims and objectives.

- One-off community events such as community fun day expenses, litter-picking, sports events etc
- Contributing to the purchasing of major capital items such as to support or encourage community sports facilities
- Purchasing items to run a project such as specialised medical equipment, sports and exercise equipment for local club, arts and craft materials for a workshop or for a youth project.
- Improvements to community buildings and facilities such as painting or refurbishing buildings, or upgrading and improving existing community facilities
- Improvements to external spaces such as park clean ups, community gardens, disabled access projects, food growing projects, woodland walk.
- Purchasing materials to undertake a place based improvement project such as buying paint, litter pickers, gravel, grass seed, plants, and benches.

Who can apply?

Applications will be accepted from a wide range of organisations within the Parish of Yaxham including:

- Voluntary/community organisations
- Registered charities
- Yaxham CofE (VA) Primary School
- Sports clubs
- Community groups
- Other not-for-profit organisations might also be eligible
- Businesses and 'for profit' organisations are not eligible.

How much can we apply for?

Grants are split into three categories

1. Up to £1,000 – Smaller Projects
 2. £1,001 to £10,000 – Medium Projects
 3. £10,001 or greater – Large Projects
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