

## DEDHAM PARISH COUNCIL GRANT FUNDING POLICY

Dedham Parish Council has set aside money in its annual budget aimed at supporting village organisations that deliver activities and projects that provide tangible benefit to its residents. These funds can be allocated as S137 funding- where no specific power is required, but cannot be used to benefit a single individual.

This policy is intended to cover both grants and donations to local organisations.

Funds are necessarily limited, and in order to target them most effectively towards this overarching objective grants will be administered in accordance with the following principles.

The organisation must be either non-profit or charitable. Applications will not be considered from private organisations operated as a business to make a profit or surplus, national organisation or faith groups.

1. Grant applications will only be considered upon receipt of a completed application form in writing to the Clerk with the necessary supporting evidence. Any expression of interest for a possible grant application exceeding £500 by 30 September of the financial year prior to the funds being required in order that budget provision can be considered. Submission of applications is required by 31 November of the financial year prior to the funds being required.
2. As a general rule only one application per year will be considered from an organisation unless exceptional circumstances apply and the Council consider that it would be reasonable to consider further applications.
3. The Council will make the decision on which grants to award. All applicants will be contacted following the Council's decision.
4. Successful applications are expected to demonstrate that:
  - The applicant organisation can show how it is **constituted** with aims, organisational structure (eg. chair/secretary and treasurer), and the principles governing its activities. If it is a charity the charity number and details of the charitable aims and governing documents should be provided.
  - The applicant organisation can show that a positive commitment to **inclusion** and, in particular that it does not discriminate on the grounds of race, religion, age, gender, trans-gender, sexual orientation, marital status, pregnancy or any disability.
  - The activities and projects proposed/delivered will provide **tangible benefit/contribute positively to the lives of Dedham residents**, insofar as the direct beneficiaries (e.g., club members) are mainly resident in the Parish or data can be provided to show the number of Dedham residents impacted.<sup>1</sup>
  - Demonstratable efforts have been made to secure **alternative sources of funding** – where such bids have been successful, the applicant must explain why further

---

<sup>1</sup> Supporting evidence: Evidence of past activities, how aims achieved and benefit to parish, etc,  
Agreed at DPC Meeting 7<sup>th</sup> October 2024  
Item 24/103.2  
Review Oct 25

funding is required and what it is intended to cover. Where efforts have been unsuccessful, evidence of applications and outcomes will be expected. The applicant organisation has satisfactorily **planned and accounted**<sup>2</sup>

- for how the funding applied for will be used to deliver its activities and projects. The application should include a breakdown of income and expenditure. (Planning towards increased financial independence should be encouraged and recognised by the Council.)
5. Organisations that deliver **ongoing activities** and who are likely to apply for grant funding every year must demonstrate every effort to secure other sources of funding in subsequent applications. Repeat funding cannot be guaranteed.
  6. Grants will not normally be made for ongoing running costs.
  7. The Council reserves the right to refuse any grant application which it considers to be inappropriate or against the objectives of the Council.
  8. The Council will not grant fund on a retrospective basis.
  9. The Council will give preference to applicants who can demonstrate how one-off grant funding will lead to greater self-sufficiency and lessen the need for future applications.
  10. Any grant must only be used for the purpose for which it was awarded unless the written approval of the Council has been obtained for a change in use of the grant monies.
  11. All grant monies will be provided in instalments as necessary against demonstrated expenditure and/ or unpaid third-party invoices, unless agreed otherwise.

The Council may decide to pay certain amounts direct to a third-party following receipt of appropriate invoices.

---

<sup>2</sup> Supporting evidence: Evidence of past activities, how aims achieved and benefit to parish, etc,

<sup>2</sup> Supporting evidence: budget for current year, showing sources of income and planned expenditure; bank statements