



Previously adopted **unknown**

Revised & adopted 11 May 2026

Grants Policy

Lacock Parish Council (the Council) is authorised to provide community grant funding and is committed to supporting local clubs and community organisations. Each year, the Council sets aside a portion of its budget for grants to assist eligible applicants. Terms and conditions apply.

Who can Apply?

Any individual or non-commercial Club/Organisation that is based and operating within the bounds of Lacock Parish.

Non-commercial organisations outside the bounds of Lacock Parish which can evidence demonstrable connections to the parish can also apply for grants providing there is a benefit for Lacock Parish residents.

What will a Parish Council grant support?

Grants will be awarded at the sole discretion of the Council to organisations within Lacock Parish that can demonstrate a clear need for financial support. The projects or initiatives should benefit the Parish in one or more of the following ways:

- Providing a service and improving effectiveness
- Enhancing the quality of life
- Improving recreation and/or sports
- Enhancing the environment
- Promoting Lacock Parish in a positive manner

Below is a list of what grants cannot be used to support. Please be aware that the list is only for guidance and is not exhaustive.

- Political organisations
- Religious organisations unless the project is to benefit the community
- Organisations having “closed” membership
- General operational/maintenance costs
- Projects already started
- Retrospective applications

Applications will not be considered from private organisations for profit or surplus.

When can Grant Applications be submitted?

Grant applications can be submitted throughout the year.

How to apply for a Parish Council grant?

All applicants must submit a completed grant application form to the Clerk to the Council: clerk@lacockparishcouncil.gov.uk The application form can be obtained from the Parish Clerk or downloaded from the parish council website as part of this policy document. Applications must be received by the Clerk at least seven working days before the meeting at which the application will be assessed.

How much can you apply for?

The Parish Council’s grant budget varies annually. Normally, the Council will consider grants up to £500, with exceptional applications rising to approximately £1,500. Grant applications above £500 will require three independent estimates for comparison and the Council reserves the right to request evidence of the applicant’s current available bank balances and/or accounts.

Each organisation may submit only one grant application per financial year.

Application decisions

Properly completed grant applications will be submitted to the parish council for their consideration at the next parish council meeting following receipt of the application.

Applicants will be invited to speak in support of their application at the relevant parish council meeting during public question time – please prepare a contribution of up to three minutes’ duration offering supporting evidence and the context of the application; councillors may ask questions on the night.

Notification/Payment of Grant

The applicant will be notified of the councils’ decision as soon as possible after the parish meeting. The method of payment will be agreed at the meeting and communicated to the claimant as soon as practicable. This is usually conducted via online banking transfer.

The details of successful grant applications will be published in the parish council minutes and any other medium approved by the parish council.

Conditions attached to successful grant applications

- The grant can only be used for the purpose stated on the application.
- Payment of any VAT accruing is the sole responsibility of the applicant.
- Copy receipts supporting expenditure of the grant must be presented to the parish council within 60 days of disbursement.
- The applicant/organisation is responsible for compliance with all legal requirements associated with the project for which the grant was given.
- Should the project be abandoned the parish council may seek the return of the grant either in part or full, with a record of grant expenditure to the point of cessation or abandonment.
- The parish council's approval is required if the application wishes to alter the details of the grant application after award.
- To satisfy its legal obligations the parish council reserves the right to monitor the use of the grant and the individual/organisation undertakes to provide all evidence as requested by the parish council within five working days of request.
- Grants are made for specific projects; multiple projects will require individual applications.

The parish council reserves the right to reclaim any grant that breaches the above conditions.

Appeals

The decision of the parish council is final although how the Council reached its decision may be provided on application to the clerk.

Next review date – annually in line with precept



Grant Application Form

Organisation Name	
Contact Details Address: Email:	
Named key contact	
Information about your organisation/club	
Purpose for the grant	
Amount requested	£
Total cost of the project	
Details of other funding applied for/fundraising plans	
Supplementary Information to assist your application	
Please tick the box ☐	As the grant applicant, I hereby acknowledge that I have read and understood the Grants Policy.

Signed:

Position:

Date:

To be emailed to: clerk@lacockparishcouncil.gov.uk