

# Yattendon Parish Council

## Grants Policy



<b>Version number</b>	1.0	<b>Minute reference</b>	25/073
<b>Date adopted</b>	26 <sup>th</sup> February 2026	<b>Review due</b>	Annually

### 1. Purpose of the Policy

This policy sets out how the Parish Council manages and awards grants. It ensures that public funds are used lawfully, transparently, and for the benefit of the parish community.

Grants may be awarded under:

- Specific statutory powers (e.g. Local Government Act 1972)
- Section 137 of the Local Government Act 1972, where no other power exists and the expenditure is in the interests of the parish or its inhabitants
- The General Power of Competence (Localism Act 2011), where the Council has resolved eligibility, allowing it to do anything an individual may do, provided it is lawful

### 2. Types of Grants

#### 2.1 Churchyard Maintenance Grant

- **Commitment:** The Parish Council includes a sum in its budget each year to support the maintenance of the churchyard. The current allocation is £2,500, but this amount is reviewed annually when the budget is set.
- **Legal Power:** This grant is made under Section 214(6) of the Local Government Act 1972, which empowers burial authorities (including parish councils) to contribute towards expenses incurred by another person in providing or maintaining a cemetery in which the inhabitants of the parish may be buried. For the purposes of this section, an open Church of England churchyard is treated as a cemetery.
- **Eligibility:** This grant is awarded to the Parochial Church Council (PCC) or equivalent body responsible for upkeep.
- **Conditions:**
  - The churchyard must remain open and accessible to the public.
  - Funds must be used solely for grounds maintenance (e.g. grass cutting, hedge trimming, path upkeep).

- The PCC must provide an annual confirmation of expenditure and a brief statement of works carried out.
- Process:
  - The grant is considered and approved each year at the budget-setting meeting.
  - A simple annual request form must be submitted by the PCC to confirm continued need and compliance.

## 2.2 Small Grants Fund

- Commitment: The Parish Council sets aside a sum each year in its budget for small grants. The amount is determined annually when the council reviews and approves its budget.
- Eligibility:
  - Applications must come from organisations, groups, or projects based in or serving the parish.
  - Grants must be for activities that provide a clear benefit to parish residents.
  - Applications must be for small-scale support (typically under £100).
- Exclusions:
  - Grants will not be awarded to individuals, commercial organisations, political parties, or “upward funders” (local groups that send money to a central HQ for redistribution).
  - Grants will not be awarded retrospectively (i.e. for costs already incurred).
- Conditions:
  - Funds must be used for the purpose stated in the application.
  - Applicants may be asked to provide brief evidence of expenditure or outcomes.
- Process:
  - Applications must be submitted by email to [contact@yattendonparish.gov.uk](mailto:contact@yattendonparish.gov.uk) using the council’s grant application form.
  - Applications are considered at council meetings.
  - Decisions are recorded in council minutes.

## 3. General Principles

- All grants are discretionary and subject to the available budget.
- The Council reserves the right to refuse applications that do not meet the criteria.
- Grants must demonstrate a clear community benefit.

- All awards will be recorded in council minutes and displayed on the Parish Council’s website for transparency.
- Successful applicants may be invited to attend the Annual Parish Meeting (APM), which takes place between 1st March and 1<sup>st</sup> June each year (usually held in April), to provide a short report on how the grant was used. The Council will ensure that grants are used for lawful purposes and deliver a clear community benefit.

#### 4. Document History

<b>Date</b>	<b>Version</b>	<b>Amendments</b>
26/02/26	1.0	Adopted

# Appendix A – Churchyard Maintenance Grant Application Form

## Parish Council – Churchyard Maintenance Grant Request

<b>Organisation Name:</b>	
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### Contact Person:

<b>Name:</b>	
<b>Role:</b>	
<b>Email:</b>	
<b>Phone:</b>	

### Purpose of Grant:

- Churchyard maintenance (grass cutting, hedge trimming, path upkeep)

<b>Amount Requested:</b>	£
<b>Annual Maintenance Costs:</b>	Estimated total annual cost: £

### Confirmation of Public Benefit:

- The churchyard remains open and accessible to the public.  
 Funds will be used solely for grounds maintenance, not religious activities.

<b>Summary of works carried out in the past year:</b>

<b>Please confirm the actual costs incurred for grounds maintenance in the last financial year:</b>	£
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### Declaration:

I confirm that the information provided is accurate and that the grant will be used in accordance with the Parish Council's Grants Policy.

<b>Digital Signature (typed name):</b>	
<b>Date:</b>	

Please return this form by email to [contact@yattendonparish.gov.uk](mailto:contact@yattendonparish.gov.uk)

## Appendix B – Small Grants Fund Application Form

### Parish Council – Small Grants Fund Application

<b>Organisation Name:</b>	
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#### Contact Person:

<b>Name:</b>	
<b>Role:</b>	
<b>Email:</b>	
<b>Phone:</b>	

<b>Project / Activity Title:</b>	
<b>Amount Requested:</b>	£ (must not exceed the annual allocation set by the council at budget-setting)

<b>Description of Project / Activity:</b> (Brief outline of what the grant will be used for and how it benefits parish residents)

<b>Community Benefit:</b> Explain how this project/activity will benefit people in the parish:

<b>Other Funding Sources (if any):</b>

**Confirmation:**

- This application is made on behalf of an organisation or group based in or serving the parish of Yattendon.
- The grant will not be used for individuals, commercial purposes, political activity, or retrospective costs.
- If invited to attend the Annual Parish Meeting, an individual from the organisation will attend to provide a short update on the use of the grant.

**Declaration:**

I confirm that the information provided is accurate and that the grant will be used in accordance with the Parish Council's Grants Policy.

<b>Digital Signature (typed name):</b>	
<b>Date:</b>	

Please return this form by email to [contact@yattendonparish.gov.uk](mailto:contact@yattendonparish.gov.uk)