



Starston Parish Council

Parish Clerk: clerk@starstonparishcouncil.gov.uk

Grant Awarding Policy

Overview

Starston Parish Council ("the Council") will consider on a case-by-case basis applications for funding from groups or organisations ("applicants") which are either based within the village, or where the village and its residents will derive benefit from the award of such funding.

This will generally fall within Section 137 of the Local Government Act 1972, which gives Town, Parish & Community Councils in England & Wales the ability to spend a limited amount of money for purposes for which they have no other specific statutory power.

The Section 137 expenditure limit for parish and town councils in England is set centrally, and for the 2025/26 financial year that limit is £11.10 per elector, amounting to approximately £3,000 in Starston.

The Council does not regard this figure as an annual target to be attained; it is simply a statutory maximum limit on such expenditure during the course of any given financial year.

Councillors would not expect to award individual grants in excess of £500.

Any requests from applicants for Section 137 funding will be evaluated in the context of overall expenditure planned by the Council and reserves for the financial year in question. All, some or none of the requested funding may be made available following consideration of the application.

Process

The application window is December 1st to March 1st for consideration at the formal Council meeting closest to the start of the next financial year.

A call for applications will be publicised in Starston in or around November of each year

Applications are to be sent to the Parish Clerk for inclusion in the agenda of the first meeting of the new financial year.

Applications should be made by completing the latest Grant Award Application Form in the annex at the end of this document.



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Any exceptional or unforeseen opportunity that arises outside the timelines above may be considered at any time at the discretion of the Councillors.

For both established and new organisations, evidence of a planned budget and where this grant, if made, will fall within it will be required.

Applicants will usually be informed within two weeks of the relevant meeting of the Council's decision, and grant money will usually be paid within a month of the decision.

If an application is approved, whether for the full amount or a proportion of it,

- the Council will arrange a Bank Transfer for the sum agreed;
- the Clerk will record the transaction in the Council finances;
- the Clerk will write to the applicant confirming the BACs amount and the "conditions" section below;
- the Clerk will minute the action for the record.

If an application is refused

- the Clerk will note the comments from the meeting and advise the applicant accordingly;
- the Clerk will minute the action for the record.

Award Criteria

All grants should be used for the benefit of Starston residents, whether by way of community events or activities, or the provision of other services which might enhance the village or the local environment.

In evaluating the merits of a particular grant application, the Council will have regard to the following:

- the number of residents in the parish who are likely to benefit from the award of a grant;
- the degree to which a grant is likely to address an acknowledged need within the community;
- the number of grant applications received during the relevant financial year, and any limit of grant funding that the Council has set in its annual budget;
- any consequences that are likely to arise from a rejection or reduction in the size of a grant.

Eligibility

Any charity, voluntary group or community organisation may apply. They must operate within the parish and/or provide benefit to the local community, with the following provisos:



Starston Parish Council

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- an application must not be for an activity/organisation which is the responsibility of a Statutory Authority;
- applications from schools for an activity that takes place within the school day will not be considered;
- applications for general fundraising will not normally be considered;
- groups operating outside the parish boundary will not normally be considered, other than neighbouring town or parish councils where the award would clearly also be to the benefit of Starston parishioners;
- applications from individuals rather than organisations will not be considered.

Award Conditions

1. The Council will require recipients of such grants to report how the grant was used, whether in writing to the Parish Clerk within 12 months of receipt, or at the following year's Annual Parish Meeting.
2. The grant must be used for the purpose for which the application was made.
3. The grant must be returned to the Council if it cannot be used for the stated purpose.
4. Additional similar applications from the same organisation within a 12-month period will not be considered.
5. All grants must be properly accounted for, and evidence of expenditure should be supplied on request. If the Council is not satisfied with the arrangements, it may request a refund of monies awarded.

Promotion

1. The Council will ask for recognition from successful groups in the form of promotion of the Parish Council in newsletters or any press releases. The Council will also recognise successful groups in its own reports to parishioners.

This Grant Awarding Policy was approved at a meeting of Starston Parish Council

On 16 March 2026

Signed



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Position on the Council – Chair

Date of next review – March 2029

Annex 1: Application Form

Section 137 funding for the benefit of the people of Starston Parish
Please read the Section 137 Funding Policy before completing this form

Please email this application form to the Clerk to Starston Parish Council at
clerk@starstonparishcouncil.gov.uk

Section 1: Organisation

Name of organisation:

Primary contact name:

Position (within applicant organisation):

Contact address (including postcode):

Telephone contact:

Email address:

Section 2: Details of organisation

Brief description of the organisation's aims:

How long has it been in existence?

How many members does it have?

What percentage of its members live in Starston Parish?

Please give a summary of the activities the organisation has achieved during the last year. If it is a new organisation, please give an idea of the activities it is proposed to undertake:



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Please describe how the local community, in particular residents of Starston Parish, currently benefit from the organisation, and how many Starston residents would be expected to benefit from the grant if awarded:	
Section 3: Grant request	
Amount of grant requested:	
Please give details of what you wish to use the grant award for:	
Have you received or applied for funding from any other source for this project/purpose? If so, please give details:	
Section 4: Financial details	
If you have previously received a grant from Starston Parish Council in the past three years, please give details:	
I have enclosed the following material: • A constitution or set of rules by which the organisation is run; • evidence of a planned budget, and where the grant, if awarded, will fall within it.	
Any other supporting information:	
Section 5: Policy & declaration	
I have read and agree to your terms and conditions. I declare that to the best of my knowledge and belief, the information given on this	



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application form and in any supporting material is correct. I understand that you may ask for additional information at any stage of the application process.	
Signature:	
Position in organisation:	
Name of signatory:	
Date:	
<i>Whoever signs this declaration and takes overall responsibility for this funding on behalf of the applicant organisation must be aged 18 years age or over. Please note that completion of this form does not necessarily mean that a grant application will be successful in part or whole.</i>	