Dinnington St John's Town Council

COMMUNITY GRANT AWARDING POLICY, PROCEDURES AND APPLICATION FORM

July 2026

What are Community Grants?

Dinnington St John's Town Council is committed to helping local groups make a difference to our community and the Local Government Act 1972 (Section 137) makes provision for parish and town councils to provide financial support, up to a fixed amount, for the benefit of residents of the parish. Grants must benefit a group (i.e. not one individual) and the benefit must be considered commensurate with the amount awarded. Grants are expected to be for one-off projects and not to involve any kind of on-going commitment on behalf of the Council.

How much is in the Grants Fund?

At its discretion, the Town Council can allocate an amount of money each year to the fund from its Revenue Account.

Who manages the Community Grants?

The Grant Fund is managed by the Clerk to the Council on behalf of the Members of Dinnington St. John's Town Council. Council Members make the decisions on whether or not to award a grant during their monthly meetings depending on applications received.

Who can apply?

Applications can be made by groups and organisations within the Dinnington St. John's electoral ward.

Organisations and groups applying for grants should be financially solvent and must have their own bank account. They will normally be expected to be properly constituted; at the very least they should have a clear and well-established purpose, set of aims and objectives, or else a written constitution. Awards cannot be paid into a personal bank account.

Newly formed groups which are embarking on worthwhile projects will be given special consideration.

Grants will only be awarded to bona-fide organisations and not to individuals, and grants will not normally be awarded to organisations outside the parish unless that organisation demonstrates substantial benefits to residents of the parish. Only one grant application will be considered from each organisation in any financial year and funding will not be awarded retrospectively.

No grant will be awarded to or for any commercial venture, for private gain or the promotion of any political activity.

Applications will not be considered if submitted by an organisation that operates an excessively restrictive membership policy, i.e. one that does not discriminate on the grounds of race, religion, sexual orientation, disability, gender etc.

What Other Resources will your Group Use to Support Your Project?

On the application you will be required to disclose if you are applying for funds from other resources in connection with the project; you will also be asked to identify all other resources that are contributing to your project including any self-funding. Such information will help the council to measure your own and others commitment to your project.

Please feel free to include any information on the application form you think is relevant in support of your application.

Other Information

Organisations applying for grants should have mechanisms in place to ensure the grant is well spent and provides value for money. Recipients of larger awards will be expected to report back to the council at the end of the project detailing how funds were spent (this may include the submission of receipts/invoices for larger purchases).

Applications must state clearly how any funds are to be spent and how they will meet the aims of this policy.

Where funding is awarded for an event, the organiser must indemnify the Council against any claim from any party as a result of any incident, or accident, associated with the event. When funding is awarded for any other purpose, the Council cannot be held responsible or liable in any capacity.

The council is unlikely to support applications that are wholly, or substantially, to cover salary costs of employees.

Awards must be used solely for the purpose detailed in the application; the council reserves the right to recall the entire grant in the event of any unauthorised variation from the original application.

Except where specified in the application, recipients must not re-award or transfer grant funds to other organisations or individuals.

Large awards may be paid in instalments, subject to satisfactory progress of the project.

Any unspent grant monies must be returned to the Council at the end of project or grant period.

What Next?

Applications should be returned to the Town Clerk and Finance Officer (address and contact details below) who will submit the application for consideration at the next available meeting. The Clerk will contact the named contact on the application as soon as possible after a decision to advise of the outcome.

Adopted date: 21/07/2026
Minute reference: FC23/27
Review cycle: Annually
Next review date: July 2027 - Finance Committee

Dinnington St John's Town Council

Application Form for Grants

1. Name of Group/Organisation:

2. Address of Organisation:

3. Contact Details (name, address, telephone number and email address):

4. Aims and Objectives of Group/Organisation:

5. How long has your Group/Organisation been in existence?

6. Does your Group/Organisation have a constitution (set of rules) and an Equal Opportunities Policy? If so, please enclose with this application.

   Constitution: *YES/NO**
   Equal Opportunities Policy: *YES/NO** * *Please delete as appropriate*

7. Please describe how you intend to utilise the funds if your application is successful. Please explain how the grant will benefit people in Dinnington and estimate the number affected.

8. Please provide an itemised breakdown of expenditure for the project and include evidence (quote, price list etc.) for items above £100.

Item/Activity	Cost £
(a)	
(b)	
(c)	
(d)	
(e)	
TOTAL COST	£

9. Please provide details of any grant application to any other body in connection with this project:

Name of Organisation Applied To	Amount Applied For	Date of Application	Amount Received

10. Please detail any other source of funding received in the past year for this project (including self-funding) not detailed above:

11. Has your organisation previously applied for a grant from this council? If YES, please provide details below, including the amounts and dates of any awards and whether the project was completed as described:

12. Do you agree to submit to monitoring if requested? YES/NO* * *Please delete as appropriate*

13. Does your group/organisation have a Bank Account? YES / NO * *Please delete as appropriate*

    If YES, please provide either (a) Copy of Annual Accounts, or (B) last 3 months bank statements and submit along with this application.

    If your grant is successful, we will also need your bank account details in order to pay you direct. Please provide us the following details:-

    A/c No.: Sort Code:

14. Additional information – if you wish to make any other comments in support of this application please do so in the box below or on a separate sheet.

Signed:…… Date:……

When complete, please return this form to: -
Clerk@dinningtonstjohns-tc.gov.uk

Town Clerk and Finance Officer
Dinnington St John's Town Council