



Wimblington & Stonea  
Parish Council

Serving the community since 1894

## Policy Document: Grant Scheme

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Any queries or requests for amendments should be addressed to:

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## Introduction

The Purpose of this document is to define and describe the Grant Scheme Policy that has been adopted by Wimblington & Stonea Parish Council.

This policy document will be reviewed by members of Wimblington & Stonea Parish Council and updated or amended where necessary.

## Overview

Wimblington & Stonea Parish Council is funded by the residents of Wimblington & Stonea and therefore has only limited funds available to assist community organisations located and working in the area for the benefit of the community.

Subject to funding being available, Wimblington & Stonea Parish Council is committed to providing assistance and support to local community groups which are set up to promote community life for Wimblington residents.

The Council's financial support is provided by way of Grants/donations which are decided against criteria set by, and which can be amended from time to time by, Wimblington & Stonea Parish Council.

Unless a grant is awarded through a specific duty of the Council, the Parish Council awards grants through Section 137 of the Local Government Act 1972.

The law requires that Section 137 grants must be "in the interests of or will directly benefit the area or its inhabitants, or part of it, or some of it" and that "the direct benefit should be commensurate with expenditure".

The maximum grant money available to be awarded under Section 137 of the 1972 act is limited to an index-linked figure relative to the number of persons on the electoral roll.

## Criteria

1. The applicant is a voluntary or charitable body with a strong connection to Wimblington.
2. There should be a clear benefit to a significant part of the community of Wimblington.
3. Support is aimed at specific projects. The Council will normally only commit funds once in each financial year for any one organisation. It cannot guarantee availability of funding in subsequent years.
4. Types of project considered suitable are: improvements to the local environment and amenities; provision of recreational, arts or entertainment facilities; improvement to health; increasing bio-diversity in the village.
5. The maximum grant payable per application is usually £500.00, other than in exceptional circumstances.
6. The council looks for some assurance that both the project and the applicant have long-term viability.
7. If a project is still in the planning stage a time-limited offer of a grant may be made conditional upon evidence of a firm commitment to a start date e.g. by placing a contractually binding order. The project for which the grant is claimed should commence within 6 months of the offer or it may lapse.
8. The Council may ask the applicant to incur the expenditure and provide invoices for reimbursement.
9. For more complex grant applications, a thorough breakdown of costs expected and timescale of works will need to be submitted with the application.
10. For grant applications where the Council is only paying part of the costs of a particular project, the Council will pledge a sum which will be held for up to six months until such time as the applicant can demonstrate that they have secured full funding for their project.

## Application Process

1. Applications for a grant should be sent to the Parish Clerk at [clerk@wimblington-pc.gov.uk](mailto:clerk@wimblington-pc.gov.uk)
2. Grants are considered quarterly unless of an urgent nature in which case this should be stated in the application.
3. Applicants will be informed of the council's decision as soon as practicable after the meeting.
4. Requests for less than £100 - application can be by letter; £100 & above – please complete the application form obtainable from the Parish clerk.
5. All documentation provided will be available for public scrutiny and should be legible.
6. Payments will be by BACS unless a cheque is requested.
7. Payments will only be made payable to the applicant organisation if successful.
8. Applications must be accompanied by a copy of the organisation's most recent accounts, and of its latest bank statement.

## Monitoring and Reporting Requirements

As a condition of receiving a grant you are required to complete a short evaluation form.

Groups are expected to provide written evidence of what the money has been spent on and the benefit it has brought to the people of the Parish.

Such evidence of how the money has been spent should include copies of invoices and receipts, plus attendance numbers, photos, press clippings, etc. where applicable.

This information should be submitted within 3 months of the event/project.

## General Grant Conditions

1. The grant can only be used for the purpose stated in the application and the Council reserves the right to reclaim any grant not being used for the specified purpose of the application. However, if a group wishes to change the purpose of the grant they must seek approval by writing to the Council who will consider approving the change.
2. Applications for projects where the work has already been completed will not be considered.
3. Grants will not be made to:
  - Individuals or commercial organisations;
  - Statutory organisations or the direct replacement of statutory funding;
  - Political groups or activities promoting political beliefs;
  - Religious groups where funding is to be used to promote religious beliefs;
  - Either national organisations or local groups whose fund-raising is sent to their central headquarters for redistribution, unless a significant local benefit to Wimblington Parish can be demonstrated;
  - Organisations that have a closed or restricted membership;
4. Applications must be accompanied by a copy of the organisation's most recent accounts, and of its latest bank statement.
5. The applicant will be asked to reconfirm the date on which the funds are required; the payee's name and to undertake to use the funds for the agreed purpose.
6. A progress report is required within 3 months of the grant being given.

## The Councils Right to Process Information

General Data Protection Regulations Article 6 (1) (a) (b) and (e)

Processing is with consent of the data subject or

Processing is necessary for compliance with a legal obligation or

Processing is necessary for the performance of a task carried out in the public interest or in the exercise of official authority vested in the controller