

Adopted: 8/4/24

Review Date: March 2026



WEST MALLING PARISH COUNCIL

9 High Street, West Malling, Kent ME19 6QH

Telephone: 01732 870872

Email: clerk@westmallingpc.org

Website: www.westmallingpc.org

Clerk to the Parish Council: Mrs Claire Christmas

GRANTS POLICY

A grant is any payment or gift made by the Council to an organisation for a specific purpose. West Malling Parish Council (the Council) can only award grants using powers specified by law, for instance under Section 137 of the Local Government Act 1972, the Council has discretionary powers to award grants to local groups or organisations for 'purposes, which may bring a direct benefit to the area or any part of it for some or all the inhabitants'. Similar considerations will apply when considering applications for grants other than Section 137 grants.

The total grant figure available is agreed by the Council as part of the budget for each financial year. The figure of £1500 (2024/25 financial year) has been set aside for applications from local organisations and groups; the Council also budgets separately for re-occurring events such as Remembrance Day, Christmas tree and lights expenditure and Music @ Malling.

The Council has put into place this grant policy and an application process to ensure that fair and proper consideration is given to all requests.

Grant Applications

Grant applications will only be considered if the requests are provided in writing stating clearly the amount required and the purpose of the grant.

Applications will only be considered from organisations whose work will specifically contribute to and benefit the Parish and its residents. Organisations will be asked to verify, without breaching confidentiality, that they provide a benefit or membership to some residents of West Malling.

Priority is given to locally-based (preferably) West Malling-based organisations

Organisations are required to produce a copy of their last accounts.

Organisations will normally be expected to have clear written aims and objectives, a written constitution and provide confirmation that they have a bank account.

The Council will normally only consider one grant application per organisation per financial year.

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Applications for retrospective grants, where a project has already been completed, will not be considered.

Where the grant is used to fund equipment for an organisation, the Council requires that it be insured and maintained at the expense of the user. The Parish Council will ask to see evidence of insurance and proof of expenditure.

Applications will not be considered from:

Individuals or appeals supporting individuals.

A political party.

Private organisations operated as a business. 'Upward funders' i.e. local groups where fund-raising is sent to a central HQ for redistribution.

Consideration of applications:

Grant applications may be made at any time throughout the year and will be subject to funds being available.

A grant request, once received in writing, will be considered at the next meeting of the Finance and General Purposes Committee, this Committee will make a recommendation to Full Council where decision to award a grant, or otherwise, will be formally minuted.

The Clerk will inform the organisation of the outcome of the application.

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