Precept Grants policy & guidance

1. Aims and objectives

- Walton Parish Council precepts a sum of money each year for grants to organisations and activities that contribute constructively to, and enhance, the life and community of the village to benefit the people of Walton. These grants are limited and are made available to organisations that address a demonstrable need for assistance.
- The Council acknowledges some organisations, particularly new or smaller ones, may have trouble in completing the application form and process – please contact us as all possible assistance will be given.
- Walton Parish Council will also:
  a. Publicise grant availability widely throughout the village
  b. Review the policy and application process on a regular basis

2. Application process

To ensure fair and proper consideration is given to all requests, the Council requires the following to be submitted:

- A completed application form describing in detail what the grant will support and identifying how this will benefit the people of Walton.
- The most recent income and expenditure account, or in the case of a new venture or group, a fully costed plan with financial information.
- Details of any additional funding secured or applied for, as well as any fundraising carried out.
- A written undertaking that should the funds not be fully spent [on the project for which it is granted] in the financial year that they were given, then such unspent funds will be returned to the Parish Council.
- Any additional information you consider will support your application

3. Applications will only be considered if they comply with these conditions:

Organisation & Locality

- Applications will only be accepted from charitable, voluntary, and non-profit organisations. Applications from commercial organisations will not generally be successful. National appeals are, with limited exceptions, outside the scope of the Council's grant scheme.
- Organisations should be located within Walton Parish, or if outside the boundary, their work should be of proven benefit to the village and its residents.

Type of Financial Assistance

- The Council may award a grant towards specific projects or purchases of equipment and will only consider ongoing costs if it can be demonstrated by evidence that funding from the Council will have a positive effect on the village and/or its residents.

Deadline for applications

- The deadline for receipt of applications is set each year by the Parish Council
- Applications will be discussed at a series of full Parish Council meetings as a matter of transparency and to facilitate input from both applicants and from any interested residents. The schedule of these meetings is set each year by the Parish Council.
- During the period that the application is submitted and any meetings at which it will be discussed, additional information or clarification may be requested by the Council.
- Applicants will be advised as to whether their application has been successful as soon as practicable after the Parish Council meeting at which that decision is made.
- Grants will generally be paid at the start of the financial year in April [dependent on the date of the April Parish Council meeting.]

General conditions

- Grants should be spent for the purpose and on the project / or activity for which they were given, and the Council will expect due recognition and advertisement of any grant aid awarded.
- Grants will not normally be awarded for money already spent
- Organisations receiving a precept grant are required to provide the Council with a written report within six months of receipt of the grant. The report should detail how the funds were spent, or have been spent to date, and how the residents of Walton are benefiting. The report may be included in the Council's newsletter or website, Facebook page etc.
- **If a grant, or part of a grant, is not spent during the financial year that it is made then the Parish Council expects any such unspent grant monies to be returned to the Council to be used for the benefit of the residents of the parish.**
- Organisations receiving a grant may be invited to give a brief presentation at the annual parish [village] meeting.
- Organisations are not restricted as to the number of grant applications that they may submit to Council
- The award of a precept grant in one year or period does not set a precedent for any subsequent applications.
- If contractors are used for any work the Council **may** require written estimates.

Parish Precept Grants – 2026
Application deadline & important dates

Walton Parish Council

1. **The deadline for submissions is Friday 18th September 2026** for discussion at the parish council meeting on that date at 7pm at Walton Village Hall. This is a public meeting, and you are welcome to attend and make a verbal presentation should you wish to.

Please Note: If not submitted [and acknowledged as received] by midday on the 18th of September the application will need to be brought in person to the parish council meeting.

2. **Applications will be discussed in full at the October 16th, 2026,** parish council meeting. This is a public meeting, and you are welcome to attend.

3. **The actual sums of money to be awarded to successful applications will be agreed at the November 13th, 2026,** parish council meeting. This is a public meeting, and you are welcome to attend.

4. Any grant awarded will generally be paid in April 2027

Walton Parish Council welcomes applications from previous recipients of grants, those who have previously been refused, and from groups and organisations that have not previously applied.

Helen Moore

Clerk to Walton Parish Council
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Walton Parish Council, Walton Village Hall, Meadow Lane, Walton BA16 9LA
07957 249 066

Precept Grant application form – 2026

All applicants are advised to read the grant aid policy prior to completing this form.

1. Name of organisation [This will be the name that the payment is made to should a grant be agreed]
2. Contact details Name: Address: Email: Telephone:
3. Project title / need for grant
4. Detail of project: [continue on separate sheet if necessary]
5. TOTAL cost of the project: £
6. What amount are you applying for: £
7. How will any shortfall be met:
8. Any other funding applied for or received toward the cost of this project:

9. I confirm that if the grant is not fully spent during the financial year that it is received, it will be returned to Walton Parish Council - Signed:

10. I have included the most recent accounts of the group or a fully costed current plan. - Signed:

INFORMATION:

Please contact the council for help if you have problems providing any of the above.

A report regarding how any grant awarded has been spent will need to be provided to the council within six months of receipt.

Payment Information

Person making the application:

Name:

Signed:

Date:

Position in organisation:

Payment details

Please supply the bank account details that, if successful, the grant will be paid into:

Account name:

[This should be the name of the organisation]

Account number:

Sort Code:

- **Please note that the payment details will only be used for the purpose of making this grant.**
- **Bank details will be removed from the application prior to circulation to Councillors.**

Any grants awarded are generally paid in April following the April Parish Council meeting. If for any reason, there is a delay your organisation will be advised.

THIS APPLICATION MAY BE REJECTED IF NOT COMPLETED IN FULL AND ALL REQUESTED INFORMATION PROVIDED - SO PLEASE CONTACT THE PARISH COUNCIL IF HELP IS REQUIRED

Helen Moore, Walton Parish Clerk

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