

Rochester and Byrness Parish Council Grant / Donation policy

May 2026

Introduction

Rochester and Byrness Parish Council has the power to award grants to local organisations in the interests of some or all Parish residents.

A grant is any payment or gift made by the Parish Council to an organisation for a specific purpose that will benefit the Parish, or residents of the Parish, and which is not directly controlled or administered by the 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 of part of it, or some of it” and that “the direct benefit should be commensurate with expenditure”.

In its decision making process the Parish Councillors will also, where appropriate, make reference to:

Section 133 of the Local Government Act 1972 and
Section 19 Local Government (Miscellaneous Provisions) Act 1976

Policy

The Parish Council awards grants, at its absolute discretion, to organisations which can demonstrate a clear need for financial support to achieve an objective which will benefit the Parish in one of the following ways:

- By providing a service to members of the Parish;
- By enhancing the quality of life for those living in the Parish;
- By improving the local environment;
- By promoting the Parish in a positive way.

The Parish Council will NOT award grants to:

- Private individuals;
- Commercial organisations;
- Political parties;
- Religious organisations: unless for a purpose which does not discriminate on grounds of belief.

The Parish Council will also not provide grants for purposes for which there is a statutory duty upon other local or central government departments to fund or provide.

This list is not exclusive, and may be added to at the council's discretion

Only one application for a grant will be considered from any organisation in any one financial year. Grant applications will be accepted throughout the year however, the Parish Council will normally only assess and make a decision at the May and November Parish Council meeting.

Ongoing commitments to award grants in future years will not be made. A fresh application will be required each year. This will be at the discretion of the council.

Grants will not be made retrospectively.

Application Procedure

All applications for funding grants must be made in writing to the Parish Clerk, including a postal address and who to make donations payable to. Applications can be made in the following ways;

- By email to clerk@rochesterandbyrness-pc.org.uk
- By post to East House, The Old Walled Garden, Otterburn, Northumberland, NE19 1AT.

The Parish Council may seek a summary as to how the funds from a successful application has been used.

The Parish Council may, if it sees fit, request the following information from organisations applying for grants:

- Copies of their last year end accounts (if appropriate),
- The number, or percentage, of members that belong to the organisation and that live within the Parish Area.
- Details of any restrictions placed on who can use/access their services.

Assessment Procedure

Depending when the grant application is received it will be considered at either the May or November Parish Council meeting.

Each application will be assessed on its own merits. However, to ensure as fair a distribution as possible of available funds, the Parish Council will take into account the amount and frequency of any previous awards, and the geographical spread within the parish. Due account may also be taken of the extent to which funding has been sought or secured from other sources or fundraising activities.

The Parish Council may make the award of any grant or subsidy subject to such additional conditions and requirements as it considers appropriate. The Parish Council reserves the right to refuse any grant application which it considers to be inappropriate, or against the objectives of the Council.

Nothing contained herein shall prevent the Parish Council from exercising, at any time, its existing duty or power in respect of providing financial assistance or grants to local or national organisations under the provisions of the legal acts referred above.

Where a Member of the Council is a member of a group/organisation applying for funding, that Member must declare, in accordance with its Code of Conduct, an interest in the matter and refrain from voting. Advice may be sought from the Monitoring Officer.

Successful Applications

A grant award must only be used for the purpose stated on the application. If the organisation is unable to use the money, or any part of it, for the purpose stated, then all monies, or unexpended part of such monies must be returned to the Parish Council. The Parish Council may request proof of expenditure.

Organisations receiving grants are required to advise their users/members that the grant or equipment has been received from the Parish Council. Where appropriate, the Parish Council may require a notice to be affixed.

Where equipment is gifted to an organisation, the Parish Council requires that it be insured and maintained at the expense of that organisation. The Parish Council accepts no liability for equipment gifted to an organisation.

Appendix 1

Grant / donation application form

Name	
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Name of organisation	
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Correspondence address	
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Contact email	
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Contact telephone number	
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Reason for application <i>Please provide details of how the money would be used and what benefit it would bring to the Parish</i>	
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