

# Sawston Parish Council Grant Award Policy

*This Policy was adopted by Sawston Parish Council at its Full Parish Meeting on 24<sup>th</sup> June 2025*



## Introduction

Sawston Parish Council (SPC) receives requests from third parties for donations and grants on an ongoing basis. Whilst there may be powers under which SPC may donate, SPC are eligible to use the General Power of Competence as resolved at their meeting dated 13<sup>th</sup> May 2025. All decisions made at this time will be made under the General Power of Competence. The General Power of Competence will be reviewed May 2026.

As SPC are receiving an increasing number of requests throughout the year it is necessary to implement policy guidelines to follow when deciding upon making a grant. This document sets out the policy adopted by SPC.

## Policy Statement

It is the policy of SPC that where charitable organisations, supported by local people, can provide facilities and services for the community, they may be supported financially in so doing. The Council will earmark a sum within each annual budget to be used at the sole discretion of the Council in furtherance of this policy.

## Conditions of grant

1. All requests must promote the direct benefit and well-being of Sawston residents or the fabric of the parish.
2. Applicants must complete the attached application form and return it to the council
3. Requests will not be considered from:
  - individuals, non-charitable bodies outside of Sawston Parish or for work unrelated to Sawston
  - charitable bodies that have not provided benefit within/for Sawston within the preceding 12 months, if it is the considered opinion of SPC that there is no reasonable expectation that any benefit within/for Sawston is likely to be gained within the following 12 months.
  - bodies from other areas of the UK unless the service they provide significantly benefits the parish or its residents.
  - Disaster relief abroad
4. Requests are to be for a single grant in any financial year and must be considered at a Full Parish Meeting.
5. Equipment / property purchased with the grant are considered to be on loan and remain the property of the parish council for use by the parish should the organisation fail or close down.

5. The decision of SPC is final.

#### **Procedure**

1. All grant requests from **organisations within the parish of Sawston**, whilst meeting the conditions above, will be considered at the next SPC meeting after receipt by the Clerk. If successful in securing a grant this will be paid by bacs immediately following the meeting.
2. All grant requests from **organisations outside the parish** will be considered at the April council meeting. No grants or donations will be made at other times except at the sole discretion of SPC.
3. At the SPC meeting in April the Council will first consider the financial position of the Parish and the budget available for grants & donations.
4. The Council will decide which requests are to be refused.
5. Of those grant requests considered favourably, SPC will decide the level of support it is able to make in each case. The amount requested notified by the applicant will be used as a guide only. Applicants who are able to demonstrate the greatest benefit within/for Sawston as a proportion of their activity will be considered more favourably than those for whom such activity is marginal.



**SAWSTON PARISH COUNCIL**  
**APPLICATION FOR GRANT OR DONATION**

Name of Organisation	
Address	
Registered charity number (if applicable)	
Telephone number	
E-mail	
Contact name and position in Organisation (plus address if different from above)	
Bacs payment details	
Describe the overall aim of your organisation and the activities or services it provides	
Explain the direct benefit to Sawston of your organisation's activities including the number of Sawston residents who have benefitted in the past	
Amount requested	

Explain why your Organisation is applying for funding and the purpose for which it will be used	
Detail the total cost of each item covered by your funding request (please use separate sheet if needed)	
Have you applied to Sawston Parish Council for assistance before? If so give details	
Signed	
Date	
Position in Organisation	

Completed form should be sent to:

Mrs J Keeler  
Parish Clerk  
Sawston Parish Council  
Link Road  
Sawston  
Cambridge  
CB22 3GB

Telephone: 01223 832470

e-mail: [clerk@sawstonparishcouncil.gov.uk](mailto:clerk@sawstonparishcouncil.gov.uk)