

Grant Awarding Policy

(Adopted by the Council May 2019)
Reviewed January 2026

Introduction

Under Section 137 of the Local Government Act 1972, Tuxford Town Council has the power to award grants to organisations for projects and activities which benefit all or part of this parish.

The amount of money set aside for this purpose is determined each year in the annual budget. The Council will not exceed this budget even if the Section 137 allowance is greater.

Eligibility

Grants may be awarded to:

- Voluntary organisations, charitable bodies, and community groups
- Projects and activities promoting health, education, sport & recreation, arts & culture, safety, or local environmental improvement
- Projects benefiting specific sectors, including the elderly, disabled, young, or disengaged
- Initiatives requiring specific equipment, support for events, or to assist groups with high start-up or running costs during hardship

Grants will be awarded from £100.00 – £300.00 maximum per organisation per financial year.

Conditions

Grants will not be awarded to individuals or organisations primarily outside the parish unless substantial local benefit is demonstrated.

- Only one grant per organisation per financial year.
- Grants cannot be awarded retrospectively or for activities covered by statutory duties.
- Applications must use the Council's dedicated form and applicants may need to attend a Council meeting.
- Funds must be used for the purpose outlined in the application, with proper accounting and reporting to the Council within 6 months.
- Any underspend must be returned.
- The Council may impose additional conditions on awards.

Procedural Guidance

Applications up to £300

Applications must be submitted on the Council's form via clerk@tuxfordtowncouncil.gov.uk

- The Council may request further information as needed.
- Applications will be considered at the next available Council meeting.

- Applicants may be asked to attend to answer questions.
- Successful applicants will be notified in writing, and payment will be made promptly after approval.

Applications under £100

Applications must be submitted on the Council's form via
clerk@tuxfordtowncouncil.gov.uk

- Applications can be submitted at any time using the Council's form.
- Requests will be considered at the next Council meeting.
- Applicants may be asked to attend, and payment will follow approval.

Policy History and Review

This policy was approved by Tuxford Town Council on 23 May 2019 and took effect from 01 June 2019.

This policy was reviewed by Tuxford Town Council on 22 January 2026 and took effect immediately.

In the event of any significant change to the legal position on Grant Awarding, any relevant statutory requirements or any other related matter, this policy will be subject to review. In the event of no change the policy will be reviewed by January 2028.

Approved: S. Frost Chairman of the
Council

Date: 22 / JAN / 2026

Folio Reference: FC 141

Review Reference

Review Date	Recorded Amendment to the Policy	Signed
24 June 21	No Amendment	
20 October 22	Increased amount per application to £300 max and confirm one application per year per organisation/group	
17 October 24	No Amendment	

22 January 26	Removed Applications must be submitted to the clerk to the Council by 30th November for consideration in the following financial year and Applicants will be informed of the outcome by 31st July when any successful groups will also receive their funding and brought it more in line with NALC model policy	
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Tuxford Town Council Grant Application Form

Please read the policy and procedural guidance available from clerk@tuxfordtowncouncil.gov.uk before completing this form.

Name of Organisation	
Name of the lead person for correspondence purposes	
Correspondence Address	
Organisation Purpose?	
Grant Purpose?	
Beneficiaries?	
Amount Requested?	
Other Funding Sources?	
Fundraising Plans?	
Signature	
Date	

Attach latest accounts and constitution. Use additional sheets if necessary with your completed form