



Bradwell Parish Council  
21 Glovers Lane, Heelands  
Milton Keynes, MK13 7LW  
Tel: 01908 321285  
Email: [clerk@bradwell-pc.gov.uk](mailto:clerk@bradwell-pc.gov.uk)

## Guidance notes for grant applications

Bradwell Parish Council covers the grid squares of Bradwell Common, Bradwell, Bradwell Abbey, Heelands and Rooksley. The Parish Council awards monetary grants to organisations that work for the benefit of residents living within Bradwell Parish. The Council, by law, is not able to award grants to individuals. This Guidance Note was approved at the May 2026 Full Council Meeting.

### 1. Background:

1.1 The Local Government Act 1972, s111, empowers a Parish Council 'to do anything... which is calculated to facilitate or is conducive or incidental to the discharge of its functions'. Therefore, the Parish Council can lawfully award grants which relate to its statutory powers.

1.2 S137 Powers. Under the Local Government Act 1972, s137 the Parish Council is permitted to spend money for which there is no other specific statutory power. The amount a Parish Council can spend under this power is limited to a prescribed amount per year which is set by the Government. This is set and calculated annually, based on an amount per elector within the Parish.

### 2. Objectives. The primary objectives of awarding any grant are:

- To assist and promote local voluntary, charitable and community groups
- To provide opportunities to residents to benefit from education, sports, recreation, culture, art, history, health and wellbeing
- To help strengthen local communities
- To ensure all sections of the community could benefit

### 3. Eligibility: For a grant to be considered the following criteria must be met:

3.1 The application must be from a non-profit charity, voluntary or community organisation

3.2 The application must demonstrate how the funding will directly benefit parish residents

3.3 No other successful grant application has been made to the Parish Council in the last financial year (the financial year runs from 01 April – 31 March).

3.4 An application form must be completed in full. The form must be received, together with a copy of the last financial year's accounts or supporting documentation, at the Parish Office or via email to the Clerk at least ten working days prior to a full council meeting.

- 3.5 A representative of the organisation requesting the grant must be present at the meeting the grant is being considered.
- 3.6 The Parish Council reserves the right to delay a decision to the following month if further information is deemed necessary.
- 3.7 The Parish Council reserves the right to attach conditions to the awarding of any grant, or to refuse to award any grant.

#### **4. Receiving a Grant**

- 4.1 Grants will be paid by Bank Transfer only to the successful group's bank account.
- 4.2 No payments will be made to individuals.
- 4.3 An article for the Parish Newsletter must be provided within 1 month of the funded activity/event/purchase having taken place. This may also be used by the Parish Council on social media or the website to highlight the variety of grants awarded.
- 4.4 Receipt of a grant does not pass any responsibility for the project it is supporting to the Parish Council, nor does it constitute any formal partnership between the organisation and the Parish Council.
- 4.5 If requested, recipients must be able to provide evidence on how the grant was spent.
- 4.6 Recipients must acknowledge the support received from the Parish Council in any publicity or advertising they undertake for the grant project.