

Batheaston Parish Council

Grant Application Form for Applicants



Batheaston

Where community matters

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This Policy is provided for adoption by the council at its meeting held on 12th May 2026.

Please read through the Grant Policy before completing the application. Please write clearly in the answer spaces or complete electronically.

If you need any assistance with completing this form, please contact: the Parish Clerk,
clerk@batheaston-pc.gov.uk, or 01225-923820.

Section A - Applicant's Details

Please give the full name and address of the organisation applying for the grant and contact person.

Name of Organisation or Individual	Citizens Advice BANES	
Organisation or Individual details Include address, email, telephone number, website	5 Palace Yard Mews Bath BA1 2NH admin@cab-banes.org 01225 303810 https://www.citizensadvicebanes.org.uk/	
What is the legal status of the organization? – Charity Is this organisation a profit-making concern? - No If it is a registered charity, provide charity registration number - 1025392		
Please provide a brief description of your organisation (i.e. what does it do)	Citizens Advice Bath and North East Somerset (BANES) is an independent local charity providing free, confidential, impartial and expert advice to residents. It helps people with issues including debt, benefits, housing, employment, energy costs, consumer problems and legal matters, supporting individuals to understand their rights and improve their financial wellbeing	
Contact person Enter details of a contact person if we have a question in relation to this grant application	Name	Kate Morton
	Address (if different to above) Telephone and Email	As above 01225 303810 Kate.morton@cab-banes.org

Section B – Summary details of the grant requested

Provide a detailed breakdown, and latest annual accounts as separate documents.

Grant amount being applied for?	£1000
Total amount of project/event/items	£35,948
Reason for grant application	We are about to recruit two new cohorts of volunteers, training them to be Citizens Advice Advisers. We deliver a rigorous training programme, based on national standards, that equips volunteers with the skills, knowledge and confidence they need to deliver an effective advice service to local residents. These residents often have complex, interrelated problems and increasingly have mental health problems or other vulnerabilities. It currently costs us around £1,198 to recruit, train and support each volunteer. From Batheaston Parish Council, we are requesting £1,000 to help with our volunteer training. The total cost to recruit, train and support 30 volunteers is £35,948 this year. We are asking for a contribution to this total cost, with the rest coming from other sources.
How many people in Batheaston will benefit, and how?	Over the last year Citizens Advice B&NES supported 51 Batheaston residents, including 23 disabled residents. The main issues were fuel and energy (25 enquiries), benefits (22 enquiries) and debt (6 enquiries). We secured £71,467 in additional income and delivered total financial outcomes of £74,643 We are therefore requesting a grant of £1,000 to help us continue supporting vulnerable residents facing financial hardship and cost of living pressures. We would expect the number of residents helped to increase with an increase in volunteers. Not only is our advice service free, accessible and covering a wide range of financial and social issues, but it is also commended by the clients we help. In our latest survey, covering 2025, 91% of our clients said they would recommend our service and 90% said we had helped them to find a way further.

	With this funding, we would be able to ensure more residents of Batheaston — and B&NES as a whole — can access accredited local legal advice to a national standard.
When will the money be spent?	Immediately. We would like to recruit new volunteers as soon as possible to start helping Paulton Parish residents.

Section C – Details of other sources of finance

Have you applied to any other body for a grant towards the proposed project? If yes, please provide details, including the amount and the outcome.	Yes We have applied for funding from other Parish and Town Councils as well as other regional sources of funding including the Wessex Water Foundation & Quartet
How else do you raise income?	Local regional and national grant applications
If this grant application fails, what would happen?	We would scale our recruitment based on successful funding applications @ £1,000 per volunteer

Section D – Application and declaration

I declare that to the best of my knowledge the statement made in this application form is true.

Signature*Richard Yates*

(submission by email will be accepted without signature)

Print NameRichard Yates

Date28/07/2026.....

1. Policy - Introduction

The aim of this scheme is to support and promote an active community in Batheaston. The Parish Council recognizes and supports the valuable contribution made by the voluntary sector to the wellbeing of the community. We provide financial support for community organizations working for the benefit of Batheaston parishioners, with the intention of improving the range of services and activities in the parish.

2. Types of Grants Awarded

A grant is any payment made by the Council to be used by 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 Council. The Council awards grants, at its discretion, to Parish organisations which can demonstrate a clear need for financial support to benefit the Parish by:

- Providing a service
- Enhancing the quality of life
- Improving the environment
- Promoting Batheaston.

3. Grant Application Process

1. Applicants will be required to complete an application form. All questions on the application form should be fully answered and additional appropriate information, which supports an application, should be provided.
2. The Clerk to the council will receive all applications in the first instance. She/he/they will confirm that the application is complete and conforms with this policy, liaising with the applicant to address any issues.
3. In addition to the application form organisations will be required to provide the following supporting information:
 - a. a copy of their written constitution or details of their aims and purpose,
 - b. full details of the project or activity,
 - c. demonstration that the grant will be of benefit to the local community within the Parish, the proportion or number of beneficiaries living in the Parish,
 - d. demonstration of a clear need for the funding,
 - e. a copy of the previous year's accounts or, for new initiatives, a detailed budget and business plan.
4. The application, with all the necessary supporting information, will then be submitted to the next appropriate Council meeting.
5. Before the meeting, the Clerk will provide a brief report providing Council with:
 - a. The current state of the budget allocated to Community Grants for the year, and the impact of this application if awarded in full

- b. A record of grants awarded to the applicant organization for the current and previous financial year, with comments on the outcome of the award; its success and impact
 - c. Any other information that might be valuable to Councillors
- 5. At the meeting, the Chair (or other member) of Finance Committee will be invited to comment on the application. The Council will make the decision on which grants to award. All applicants will be contacted following the Council's decision.
- 6. The Council sets a figure for the expected total amount to be awarded during its financial year in its annual budget. The Clerk can provide guidance to applicants as to how much money is likely to be available in a specific financial year.

Conditions of Funding

- 1. The organisation must be either non-profit or charitable. Applications will not be considered from private organisations operated as a business to make a profit or surplus.
- 2. Grants will not be made to individuals.
- 3. Grants will not be made retrospectively.
- 4. Applications will not normally be considered from national organisations or local groups with access to funds from national 'umbrella' or 'parent' organisations, unless funds are not available from their national bodies, or the funds available are inadequate for a specified project.
- 5. An organisation should have a bank account in its own name.
- 6. The administration of and accounting for any grant shall be the responsibility of the recipient. All awards must be properly accounted for and evidence of expenditure should be supplied to the Council as requested.
- 7. Ongoing commitments to award grants or subsidies in future years will not be made. A fresh application will be required each year.
- 8. Under normal circumstances the council will only consider one application, per group, per annum.
- 9. Each application will be assessed on its own merits.

10. The Council may:

- a. Award a different amount than that requested.
 - b. Make the award of any grant or subsidy subject to such additional conditions and requirements as it considers appropriate.
 - c. Refuse any grant application which it considers to be inappropriate or against the objectives of the Council.
 - d. Require a report on completion of the project, and – if the project runs over for over a year – progress report(s) on each anniversary of receipt of the funds. This report should specify to what extent the project or undertaking achieved the objectives stated in the grant application, and how the funds have contributed to the supporting and promoting an active community in Batheaston, improving the range of services and activities in the parish, for the benefit of Batheaston parishioners.
11. Any grant must only be used for the purpose for which it was awarded unless the written approval of the Council has been obtained for a change in use of the grant monies, and that any unspent portion of the grant must be returned to the Council by the end of the financial year in which it was awarded.
12. Organizations that receive a grant will be required to acknowledge the Parish Council's contribution on all publicity/printed material and invited to make a presentation at our annual parish meeting.
13. Nothing contained herein shall prevent the 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 Local Government Act 1972, Section 137.

Last reviewed and agreed by Council: 12th May 2026

Next scheduled review: May 2027.