



Boston Borough Council – Councillor Grant Scheme Information Guide



The Boston Borough Council – Councillor Grant Scheme provides grant funding to community projects run by not for profit voluntary and community organisations in Boston Borough. Applicants should be able to demonstrate that they support at least one of the following **priorities:-**

- Growth and prosperity
- Safe and resilient communities
- Healthy lives
- The environment

This guide provides details of what the scheme can fund, who is eligible to apply and any restrictions, the application process, the general terms and conditions of funding and frequently asked questions. It is important that all applicants read this guide before making an application.

All applications must be made on the electronic application form. It is important that each question is fully answered on the form. Failure to do so may result in your application being delayed or rejected. If you have any queries regarding this guide, please contact: communities@boston.gov.uk.

1. Summary of the Scheme

The Councillors small Grant Scheme is designed to be supportive, responsive and uncomplicated for organisations delivering community projects and activities to bid into.

The scheme is intended to support smaller projects that are easily deliverable. The key points of the Scheme are detailed below:

- Your local Borough Councillor will decide whether to support or decline your request for funding.
- Grants range from £200 to £1000 per project.
- You must contact your local Borough Councillor to discuss your project and to receive an application form.
- Multiple Councillors can contribute to your project, joint applications must be submitted on the same application form.
- There is no limit on the number of grants an organisation can receive for different projects.
- Match funding is not required.
- Completed applications must be received via email to communities@boston.gov.uk 28th February 2026. Applications received after this date will be rejected.
- Applications received will be checked for compliance with the Scheme criteria - applications which do not comply with the criteria will be rejected.
- Both Revenue & Capital costs can be supported.
- The Grants are paid in advance and usually within four weeks of being approved.

2. Who can and cannot apply for a Councillors' Small Grant

To apply for a grant your organisation must be some type of formally governed 'Not for Profit' organisation with a written governing document (e.g. Constitution, Trust Deed, Articles of Association etc.). The governing document must include a dissolution clause that guarantees any assets are kept for the benefit of the community even if the group comes to an end or is 'dissolved'. The governing document must also have an open membership policy (one that does not discriminate against potential members and actively encourages community participation and access with non-prohibitive fees where applicable).

The organisation must possess a UK based bank account registered in the name of the organisation, and it must require a minimum of two unrelated persons not living at the same address to authorise withdrawals.

Examples of eligible and ineligible organisations are listed in the table below.

Eligible	Ineligible
Registered charities	Individuals
Constituted community and voluntary groups	Private business/project making organisations
Community Interest Companies/Social enterprises (with at least 2 unrelated directors)	Organisations that can distribute surpluses/profits among its members
Parochial church councils (where it benefits the wider community)	Informal groups* <small><i>Eligible groups can act as an accountable body for informal groups that wish to undertake projects with benefit. Further information can be found in the FAQ of this guide.</i></small>
Town and parish councils	Political groups
Not for profit companies	Statutory organisations

Schools – whilst schools can apply into the scheme the project must be able to provide a wider community benefit and not solely benefit the pupils or the school.

3. What the grants can and cannot fund

Applications must demonstrate that the project supports one of the following:

- **Growth and Prosperity**
- **Healthy Lives**
- **Safe and Resilient Communities**
- **Environment**

We can fund a wide range of items and below are some examples of these:

Small capital costs involving:

- Building improvements
- Playground equipment
- IT equipment
- Sports equipment
- Energy efficiency measures
- Repairs to heritage assets
- General equipment

Small Revenue costs such as

- Rent
- Training fees
- Event costs
- General repairs and supplies
- Public liability insurance

We cannot fund

- Anything unlawful or illegal
- Anything contrary to council policy
- Recoverable VAT
- Bank, finance or audit charges and repayment of loans or interest costs.
- Retrospective costs
- Statutory obligations/activities
- Hospitality (catering/refreshment costs for corporate purposes)
- Projects that specifically benefit an individual and do not have wider community benefit.
- Projects where permissions are not yet in place (e.g. Planning permission, land, building owner permission).
- Projects that directly or indirectly place additional service delivery requirements on the Council (e.g. new bins).
- Projects based outside Boston Borough.
- Projects that promote or support a particular political view.
- Projects that directly promote a religious belief.
- Projects that are currently in receipt of Boston Borough Council funding.
- The same project twice in the same financial year.
- Grants where the supporting Councillor has an interest with the grant (subject to discretionary approval of the Chief Executive, where such an interest has been declared).

4. Application Process

- Contact your local Borough Councillor to discuss your project proposal (Councillor details can be found at www.boston.gov.uk)
- If the Councillor is supportive of the project idea they will contact Maddy Eyre Community Leadership Development Officer via email at communities@boston.gov.uk who will send you an electronic application form.
- Complete the application form and email it back to communities@boston.gov.uk
- The application is then reviewed, and the Borough Councillor decides whether to support or decline the funding request.
- The Council will undertake standard verification checks to ensure the application complies with the policy. If your application is ineligible, you will receive confirmation of this.
- If the application is eligible, you will receive a 'grant confirmation letter'.
- Your grant is paid directly into your nominated bank account within 4 weeks, and you receive a remittance advice.

Boston Borough Council may request supplementary information to check that your application meets the eligibility criteria.

The Chief Executive retains the right to reject any applications for funding which are not considered to fall within the permitted activities or intended spirit of the scheme. The Chief Executive's decision will be final.

5. General Terms and Conditions

The general terms and conditions of the Councillors' Small Grant Scheme are detailed below.

1. No grant shall be used on expenditure made prior to the date of the grant confirmation letter (retrospective costs)
2. The project must be completed within 12 months of receiving grant funds. Any delays to the project must be notified to the awarding Borough Councillor/and or Community Leadership Development Officer
3. You must use the grant exclusively for the project.
4. You must get our written permission before making any significant changes to the project.
5. Should the project not progress the grant must be returned.
6. Should project costs be less than the grant awarded, the remainder of the grant must be returned.
7. Records must be kept of all expenditure (all invoices, receipt and other relevant documents) relating to the project for three years and must be available for inspection at any reasonable time.
8. You must provide us promptly with any information we request prior to or post grant award in relation to compliance with these terms and conditions and the criteria as detailed in the Grant Scheme Policy and Information Guide.
9. You must provide us promptly with any information and reports we require about the project and its impact both during and after the end of the project
10. If it is proposed that any goods, equipment or land/buildings purchased or improved with grant aid are to be disposed of then written details of the proposed disposal should be sent to Boston Borough Council at communities@boston.gov.uk Boston Borough Council has the right to return all or part of the grant upon any such disposal.
11. The grant will not be increased if there is any overspend on the project, and you will be responsible for covering any additional costs over and above the amount awarded
12. You must comply with all relevant statutes and other laws and regulations relating to the project, the work you, your employees, staff or members of the public connected to you, carry out or the goods you purchase.
13. You must ensure that the necessary permissions are in place for the projects to proceed.
14. You must notify us of any legal claims made against you (including any claims made against members of your governing body or staff in connection with the organisation) during the period of the grant.
15. You must notify us as soon as possible of any investigation concerning your organisation, trustees, directors, employees or volunteers carried out by the Police, Charity Commission, HM Revenue & Customs or any other regulatory body during the period of the grant.
16. The grant and related expenditure must be shown as restricted funding in your organisation's annual accounts. Where you have more than one restricted fund, there must be a note on the accounts to identify each restricted fund separately. Unspent funds and/or assets in respect of all grants must be identified separately in your accounting records.
17. Our staff, council members and advisers cannot give you professional advice and will not take part in carrying out your business. We cannot be held responsible for any actions you take, any actions you fail to take, or for your debts or liabilities. Even though we may give you funding and talk to you about your activities, you are still fully responsible for every part of the project, your business and the decision about it.

18. Details of the grant awarded will be published on the Council's website in line with the Government's transparency requirements.
19. You understand that we will be publicising projects, and this may include your name and images of project activities. You hereby grant us a royalty free licence to reproduce and publish any project information you give us. You will let us know when you provide the information if you don't have permission for us to use it in this way.
20. Boston Borough Council must be acknowledged in any publicity associated with a Councillor small grant scheme funded project and where using Boston Borough Council branding this must be in accordance with the relevant brand guidelines.
21. The Freedom of Information Act 2000 ('the Act') applies to us. This means that any information you give us could be released to any person who asks for it under the Act.
22. Where your project involves working with children, young people or vulnerable adults, you must adopt and implement an appropriate written safeguarding policy, obtain written consent from legal carers or guardians and carry out background checks for all employees, volunteers, trustees or contractors as required by law or guidelines. We will ask for a copy of your safeguarding arrangements.
23. These terms and conditions will continue to apply for one year after the grant is paid or until the project has been completed whichever is later.

6. Frequently asked questions

Q. We are an informal group wishing to deliver a community project and don't have a governing document and/or bank account. How can we benefit from this scheme?

A. There are a couple of ways in which you could benefit from the scheme. Firstly, you could decide to formalise the group by adopting a governing document and opening a bank account in the group's name with two signatories required to withdraw funds.

Alternatively,

B. We will allow another eligible group to act as an accountable body for the grant. In this case the accountable body must complete and submit the grant application, on your behalf and will become legally accountable body for the grant. You will therefore need to discuss your project with the accountable body to gain their support and work with them to complete the application form and delivery of the project. **Please note we will not accept applications from informal groups.**

Q. Can I apply for a second Councillors' Small Grant for the same project/activity?

A. No, you can only receive one grant for the same project.

Q. What if my application is unsuitable?

A. Contact Lincolnshire Community & Voluntary Partnership (01205 510888) for advice on alternative funding opportunities.

Q. What if our project is delayed and we cannot complete it within the 12-month timetable?

A. You should inform the Community Leadership Development Officer as soon as you become aware that a deadline may be missed. Because we understand that projects do not always go according to plan and often are delayed by factors outside your control 'project extensions' are usually granted. However, if the project has not been started and is seriously behind because of mismanagement or negligence on your behalf we may request that the grant funds are repaid in full.

Q. We need support in developing our project and/or organisation before we apply for grant funds, who can help?

A. Lincolnshire Community & Voluntary Partnership and Lincs YMCA both local registered charities that provide support and advice to the Community and Voluntary Sector. They will be able to provide support and guidance for your organisation around a variety of topics from:

- Governance advice
- Funding options and bid writing
- Volunteer recruitment
- Training
- Policy Development