

# Grant Awarding Policy

## 1. Introduction to Policy

Wickhambrook Parish Council has statutory powers to make funds available to local organisations for the overall benefit of Wickhambrook and its residents.

This document outlines Wickhambrook Parish Council's guidelines for awarding. It also formalises the application process to ensure access, openness and fairness to the groups and organisations we aim to support. We will ensure that our grant awarding activity is fair and transparent.

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 the Parish of Wonderland in a positive way

## 2. General information for applicants

It is Wickhambrook Parish Council's intention (subject to budget restrictions and available resources) to support initiatives from local community groups and organisations.

Priority will be given to applicants who have not previously received grants from Wickhambrook Parish Council. The size of any grant awarded is at the discretion of the Parish Council but will not generally exceed £500 in any one application.

### 2.1 Who is eligible to apply

The following organisations may apply to Wickhambrook Parish Council:

- A Wickhambrook based charity
- An organisation serving the needs of the residents of Wickhambrook
- Resident(s) of Wickhambrook requesting grant aid with a project/event, which will be for the benefit of the local community
- A Wickhambrook based club/association/charity serving a specific section of the community or the community as a whole
- A local branch of a regional or national organisation/group which serves the needs of the residents of Wickhambrook.

### 2.2 Who is not eligible to apply

We will normally reject applications from:

- Projects which are the prime statutory responsibility of other government bodies who would normally be funded by a local or regional authority
- Projects which improve or benefit privately owned land or property
- Support for individuals or private business projects

- Applications by “for profit” commercial organisations
- From regional and national organisations unless it can be clearly demonstrated that the grant would be used specifically for the residents served by Wickhambrook Parish Council
- From organisations with political affiliations or those established for the purpose of forwarding a party-political agenda
- Applications from organisations or for purposes which parish councils are specifically excluded by law from supporting.

Priority will be given to those applications submitted early in the financial year (which runs from April to March), however the Parish Council reserves the right to delay considering applications, funding dependent, until the end of the financial year.

### **2.3 What can be funded**

The project should be something which will:

- make the local community a better place to live, work and play
- provide a long lasting and sustainable benefit to our local area
- improve the social, environmental and /or economic profile of Wickhambrook.

Priority will be given to those applications which add value over applications for running costs.

### **2.4 The following are unlikely to be considered as a grant priority**

Projects where there is a large shortfall in the funding required to complete the project or projects that simply replace existing facilities with no significant improvement.

## **3. Grant Application Process**

Please complete and submit the Small Grant Application form to:

The Clerk, Mrs Hilary Workman

3 Farriers Close, Great Barton, Bury St Edmunds, IP31 2FP,

or e-mail to [parishclerk@wickhambrook.org.uk](mailto:parishclerk@wickhambrook.org.uk)

All questions on the application form should be fully answered and additional appropriate information, which supports an application, should be provided.

In addition to the application form organisations will be required to provide the following supporting information:

- a copy of their written constitution or details of their aims and purpose
- full details of the project or activity
- demonstration that the grant will be of benefit to the local community within the Parish
- the proportion or number of beneficiaries living in the electoral area
- demonstration of a clear need for the funding
- a copy of the previous years accounts or, for new initiatives, a detailed budget and business plan.

The application will not be considered without all the information requested.

Please submit to the Clerk any expression of interest for a possible grant application exceeding £100 by 30 September of the financial year prior to the funds being required.

This is so that budget provision can be considered. Submission of applications is required by 31 March of the financial year prior to the funds being required.

#### **4. Awarding Grants**

The Council will make the decision on which grants to award. All applicants will be contacted following the Council's decision.

The Council has a limited budget each year and guidance can be given to applicants as to how much money is likely to be available in a specific financial year.

Each application will be assessed on its own merits, with decisions based on the following criteria

- General eligibility
- Impact on key local need
- Community support
- Value for money
- Environmental impact
- Community involvement
- Feasibility
- Likely effectiveness.

Only one application for a grant will be considered from each organisation in any one financial year. Grants will not be made retrospectively.

Ongoing commitments to award grants or subsidies in future years will not be made. A fresh application will be required each year.

#### **5. Conditions of Grant**

The Council may make the award of any grant or subsidy subject to such additional conditions and requirements as it considers appropriate.

The Council reserves the right to refuse any grant application which it considers to be inappropriate or against the objectives of the Council.

Wickhambrook Parish Council support must be acknowledged as appropriate on all publicity and promotional material including posters, advertisements, press releases and leaflets.

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.

Grants must not be distributed to any other organisation and payments will not be made to third parties.

An organisation should have a bank account in its own name with two authorised representatives required to sign each cheque.

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.

Where there is an underspend, the council will ask for a return of funds not spent.

The Council may make the award of any grant or subsidy as it considers appropriate in the event of any unforeseen urgent event.

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.