

Woodham Walter Parish Council

Rules & Guidance for Grants and Donations

	Reviewed	Adopted	Minute Reference
Original Version	17/01/2021		
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Next Review	May 2024		

Introduction to Policy

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 Woodham Walter in a positive way

Grant Application Process

1. The Clerk to the council will receive all applications in the first instance and in consultation with designated Councillor/s will then collate all the necessary information from the applicant ready for presentation and discussion at the appropriate Council meeting.

2. 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.

3. Organisations will be required to provide the following information either within the application or separately:

- 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.

4. The Council will expect to receive in writing to the Clerk any expression of interest for a possible grant application exceeding £100 by 30 October of the financial year prior to the funds being required in order that budget provision can be considered. Submission of full applications is required by 30 November of the financial year prior to the funds being required.

5. The Council will make the decision on which grants to award at the January meeting. All applicants will be contacted following the Council's decision. The grants will be payable in May.

6. 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.

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 in adequate for a specified project.
5. An organisation should have a bank account in its own name with two authorised representatives required to sign each cheque.
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. Only one application for a grant will be considered from each organisation in any one financial year.
8. Ongoing commitments to award grants or subsidies in future years will not be made. A fresh application will be required each year.
9. Each application will be assessed on its own merits.
10. 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.
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. The Council may make the award of any grant or subsidy as it considers appropriate in the event of any unforeseen urgent event.
13. The applicant must, where the grant is intended for the purchase of goods or services include a minimum of 2 verifiable quotations for supply and provision of the goods or services.
14. Ensuring suitability for purpose of goods and services and compliance with all appropriate standards and regulations is the responsibility of the applicant. Woodham Walter Parish Council accepts no liability whatsoever in any respect arising out of purchase or use of goods or services acquired consequent on the award of a grant.

15. Woodham Walter Parish Council requires a report from the organisation on how the money was spent.

16. Woodham Walter Parish Council expects to be acknowledged in any publicity following the completion of the project for which the grant was given.

17. Any grant or donation will only be made in accordance with statutory powers and provisions as applied to Woodham Walter Parish Council.