

# WHITTINGTON PARISH COUNCIL

## Grant Awarding Policy

The Council is an active supporter of the community it serves and sets a budget each financial year to enable it to make grants to assist local groups and organisations.

### Who may apply?

- (a) Local Clubs / Societies / Groups / Voluntary or Charitable Groups
- (b) Regional/National Charitable Bodies providing a service, which may benefit the local community.

### How to apply

All applications should be made using the attached application form. Applications for small amounts (unlikely to exceed £100) should be submitted by a responsible member of the organisation and sent to the Parish Clerk for consideration by the Council.

### Major Grants

The Council may make major grants to Parish clubs, societies or charities to help with the cost of clearly defined development projects. These grants will not normally exceed £500.00 (the max grant that can be applied for is £1000.00). A member of the organisation may be asked to attend a Council meeting to discuss the application. The Council will reserve the right to monitor the project to ensure that the grant is used in accordance with the application.

An application for a major grant must be made in writing by a responsible member of the organisation and sent to the Parish Clerk, including with the application, a copy of the most recent audited accounts and full details of the project and any relevant quotations.

### When to apply

Applications can be submitted from 1st November until 31st December and will be considered once a year at the January meeting. Only in exceptional circumstances will applications be considered outside of this timeframe. Any organisation wanting a grant to be made payable in April (the start of the new financial year), should apply by 31st December and the council will consider the Grant in January when setting the budget and where applicable, agree for payment to be made in April, out of the next financial year.

### Conditions of the Grant

The grant must be used for the purpose for which the application was made and written proof to the Council must be made within one year of the grant being awarded.

**Policy adopted by Council on 18.12.2018**

**Reviewed:** 25.05.2021

**Next Review:** May 2022

# Whittington Parish Council

## **GRANT APPLICATION**

Each year the Council has a small budget allocation available to give as grants to local organisations to help you improve the wellbeing of people living in the community. Before reading on please check that you or your organisation is eligible for a grant.

### **About you**

- you can apply as an organisation
- you must either live or work in the Parish or be very closely associated with the Parish.

### **Your idea for a grant must**

- improve the well-being of people in the area
- support some aspect of the Parish Plan. Copies of the Parish Plan are available from the Clerk or can be downloaded from the website.

### **Your application should be**

- for a sum of money - **a maximum of £1000**.
- if possible have some matching funding – of between 25%-50%.
- for something that it might be difficult to find funding for from somewhere else

### **Help with your application**

If you are thinking of making an application, please contact the Parish Clerk. If you do not meet all the criteria listed above it might still be possible to apply for a grant, but you should certainly talk to the Parish Clerk first.

### **Timetable for applications**

There is one round of applications for a grant. Applications open on 1<sup>st</sup> November each year and the deadline for submission is 31<sup>st</sup> December. All applications are considered at the January meeting of the council. Only in exceptional circumstances will applications be considered outside of this timeframe.

### **When you have finished your project**

We shall expect you to spend the grant within 12 months and submit a short report and statement of accounts. The Parish Clerk will explain the format of the report and accounts to you.

### **If your grant award is not successful**

We shall explain why your application was not successful and advise you about further applications.

## Application Form

Please complete below in black ink and return it to the Parish Clerk. You can submit the form by post or email.

### ABOUT YOUR ORGANISATION

1. **Name and address of the organisation making the application**
  
2. **Named contact for this application. Please include your telephone number/email**
  
3. **What kind of organisation is it? Please tick one.**  
Registered Charity - and provide the reference number   
Limited Company - and provide the company number   
Unregistered/informal organisation

*Please attach a copy of your Constitution or formal documentation to this application. You do not need to do this if you have already submitted this with a previous application and it has not changed, or if you are applying as ~~an individual~~ or unregistered organisation.*

4. **Briefly describe the aims of your organisation, the needs you seek to meet and the people you work with.**

5. **What area do the activities of your organisation cover? Please circle one**  
Parish area only          Parish area and other areas          Areas other than the parish

6. **How many people take an active part in your organisations or activities?.....**

**About what proportion of these people come from the parish?**  
.....

7. **Does your organisation employ any staff and if so – how many?**  
.....

### WHAT REASON YOU WANT TO APPLY FOR A GRANT?

8. **Explain the reason you want a grant, who will benefit and how.**
  
9. **Explain how this grant will help the Parish Council achieve our Parish plan.**
  
10. **What is the total budget for your grant? Please give a breakdown of costs.**
  
11. **How much money of this budget are you requesting from the Parish Council?**
  
12. **Have you applied to any other organisation to fund this grant? If yes, please give details.**

#### **YOUR EXPERIENCE OF MANAGING GRANTS**

13. Have you received grant funding from any organisation in the past? If yes, please give details.

#### **SUBMITTING YOUR APPLICATION**

14. You should sign below that you agree with the following statement:

I am authorised to apply for this grant on behalf of the organisation named above, and to the best of my knowledge the information included in the form is correct

**Declaration – please sign:** \_\_\_\_\_ **Date** \_\_\_\_\_

Please submit the following documents with your application.

- A copy of your constitution or document of rules if you have them
- The name and address of the Chairperson of your organisation
- Your most recent annual statement of accounts