



## **Grant Awarding Policy & Procedure**

Adopted at the meeting of 29<sup>th</sup> November 2021

### **Policy**

The Parish Council will include within its annual budget an amount to be awarded in grants to local organisations which can demonstrate a need for financial support either towards day to day running costs or for a specific project.

Any organisation applying for a grant from the Parish Council must be able to show that its activities provide a service for and/or bring about an improvement in the quality of life or the environment for residents of the parish.

The Parish Council may consider awarding a grant to organisations based outside the parish if it can be shown that residents of the parish would benefit directly from the service or activity provided by the organisation.

Grants will not be awarded to commercial organisations, political parties, or groups whose funds are redistributed by a central headquarters.

The Parish Council will record the power under which each grant has been awarded (e.g. S.137 Local Government Act 1972).

### **How to apply for a grant**

Applications should be made on the Parish Council's grant application form which is available at the end of this document.

Any organisation making an application will normally be expected to have clear written aims and objectives, a written constitution, and a separate bank account, ideally requiring more than one signatory.

The completed form and supporting documents should be sent to the Parish Clerk.

Applications will be invited each February, ready for payment at the start of the new financial year.

The Council will however, in exceptional circumstances, reserve the right to award grants at other times of the year, providing all other elements of the grants awarding process are followed.

### **Additional information required**

Organisations must submit with the application form a copy of their last year's completed accounts.

### **When will grants be awarded?**

Applications will be considered at the Parish Council meeting following the application deadline (or at an extra-ordinary meeting if this is felt necessary owing to the number of applications). Applicants are invited to attend the meeting at which their application will be considered.

If the application is approved, payment of those grants submitted before the application deadline in February, will be made in April, at the start of the new financial year. Payment of grant sums approved at any other times of year will, where possible, be made in the month following their approval.

**Follow up**

The Parish Council will ask for confirmation that the grant has been spent as intended, and may require evidence of this. In the event that the money is not needed or used for its designated purpose, it must be returned to the Parish Council.

**Wivelsfield Parish Council  
Grant Application Form**

<b>Name of organisation</b>	
<b>Contact name and address</b>	
<b>Telephone number</b>	
<b>Email address</b>	
<b>Position within the organisation</b>	
<b>Aims of organisation</b>	
<b>Charity number if applicable</b>	
<b>Details of project for which grant is required</b>	
<b>Please identify which sector of the community the project will benefit, along with the estimated numbers of people</b>	
<b>Will the project have wider community benefit? What will success look like?</b>	
<b>Anticipated total cost of project including VAT (please continue on a separate sheet if necessary)</b>	
<b>Other funding sources secured and amount</b>	
<b>Reserves</b> <b>Do you have any of the following reserves and if so, what are the values?</b>  <b>1. Free/general (unallocated) reserves – money that can be</b>	<b>Reserve Heading</b> <span style="float: right;"><b>Sum £</b></span>

<b>used to pay for any future activities</b>	
<b>2. Restricted / designated (allocated) reserves – money set aside for a specific purpose</b>	
<b>Value of grant being applied for from the Parish Council (£)</b>	

**Please return completed application form with a copy of your last year's accounts to:-**

**Liz Gander, Clerk to Wivelsfield Parish Council**  
[clerk@wivelsfield.org.uk](mailto:clerk@wivelsfield.org.uk)