

# Wigginton and Hopwas Parish Council

## Grant Awarding Policy

### Introduction

The Council is sometimes approached by groups or organisations seeking grants or donations towards their projects or events. This policy outlines a framework for the Council to use when considering those requests to ensure any applications are considered fairly and transparently.

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 villages of Wigginton, Hopwas and Comberford in a positive way

### Grant Application Process

1. The Clerk to the council will receive any requests in the first instance. The Clerk in conjunction with the Chair (or Vice-Chair) will then collate all the necessary information from the applicant ready for discussion at the next Council meeting.
2. Applicants will be required to apply in writing details to be included are: an outline of the project or event, the estimated cost of the project or event, the amount of money they wish to apply for, details of how it will benefit the area or its residents and the estimated beginning and end dates of the project.
3. In addition to the application, organisations will be required to provide the following supporting information:
  - 3.1. A copy of their written constitution or details of their aims and purpose
  - 3.2. A copy of the previous year's accounts or, for new initiatives, a detailed budget and business plan.
4. The Council will make the decision on which grants to award considering
  - 4.1. How well the grant will meet the needs of the community, providing positive benefit to the inhabitants
  - 4.2. Whether the costs are appropriate and realistic
  - 4.3. What level of contributions have been, or will be, raised locally
  - 4.4. Whether the organisation or group could reasonably have been expected to obtain sufficient funding from another source.
5. All applicants will be contacted following the Council's decision. Decisions on grants are not to be taken as an indication of comment on the worthiness of the cause or event. Organisations may apply again in subsequent years regardless of the outcome of their application.
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. Wherever possible organisations should approach the Council in

advance of the traditional budget setting meeting in December for grants in the following financial year. This will help the Parish Council to set a suitable budget for donations.

### 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, or to fund political or religious activities.
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 inadequate 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. Ongoing commitments to award grants or subsidies in future years will not be made. A fresh application will be required each year.
8. Each application will be assessed on its own merits.
9. 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.
10. 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.
11. The Council may make the award of any grant or subsidy as it considers appropriate in the event of any unforeseen urgent event.
12. 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.