

## 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, events or activities in the parish. This policy outlines a framework for the Council to use when considering those requests to ensure any applications are considered fairly and transparently.

The parish council awards grants totally up to £2500 per year, with individual grants not exceeding £500, unless there are exceptional circumstances, or the grant is of exceptional value to the community.

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 organisations which can demonstrate the grant will make a difference to the parish or its residents by:

- Providing a local service
- Enhancing the quality of life
- Improving the environment or local facilities
- Promoting the villages of Wigginton, Hopwas and Comberford in a positive way
- Support residents with a need
- Provide activities in the Parish
- Support the residents of the parish in the event of hardship or difficulty.
- Positive some other a positive benefit to the community

#### Grant Application Process

1. Applicants will be required to apply in writing using the required form (Appendix 1) providing details to include (where appropriate): an outline of the bid, the estimated cost of the project/activity, 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.
2. In addition to the application, organisations will be required to provide the following supporting information:
  - 2.1. A copy of their written constitution or details of their aims and purpose
  - 2.2. A copy of the previous year's accounts or, for new initiatives, a detailed budget and business plan as appropriate.
3. The Council will make the decision on which grants to award considering
  - 3.1. How well the grant will meet the needs of the community, providing positive benefit to the inhabitants
  - 3.2. Whether the costs are appropriate and realistic
  - 3.3. What level of contributions have been, or will be, raised locally
  - 3.4. Whether the organisation or group could reasonably have been expected to deliver the project.
4. 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 regardless of the outcome of their application.

5. The Council has a set budget each year and guidance can be given to applicants as to how much money is likely to be available in the remainder of the financial year.
6. In the event of a local emergency or unforeseen event, the Council may make an emergency grant of up to £500 to an organisation, should the Clerk, Chairman and Vice-Chairman agree the grant is appropriate to the situation, and all council members receiving notification of the grant being awarded prior to any funds being awarded. And subject to the grant complying with the other provisions in the grants policy.

### 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. The grant recipient will credit the council in any publicity related to the project or activity funded by the grant
3. Grants will not be made to individuals, or to fund political or religious activities.
4. Grants will not be made retrospectively.
5. Applications will not normally be considered from national organisations.
6. An organisation should have a bank account in its own name with two authorised representatives required to authorise payments.
7. 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.
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 following financial year in which it was awarded.
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.