

# WINKLEIGH PARISH COUNCIL GRANT/DONATION AWARD POLICY

This procedure is a document that sets out Winkleigh Parish Councils approved and agreed practices. Any deviation must be by resolution of the full Council.

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1	Numerous	Expansion of criteria	28/11/2018

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## GRANT AWARDING POLICY

### INTRODUCTION

A grant is any payment 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 recreation and / or sports
- Improving the environment
- Promoting the parish of Winkleigh in a positive way.

Eligibility for funding is restricted to organisations whose services are provided in the Parish of Winkleigh or are for the benefit of residents in Winkleigh.

The maximum amount of any one grant shall be £2000 in any one year (this being the amount WPC can ordinarily spend without a tender process).

By November of each year, the available funding pot shall be agreed for the following financial year, in advance by WPC. In agreeing this limit, WPC will consider the consequences for the precept charged to householders. The Council have Resolved that the grant pot shall not exceed 20% of the precept each year.

Grant applications will be invited and assessed between April and September of the following year.

### GRANT APPLICATION PROCESS

The Clerk to the Council will receive all applications in the first instance and will then collate all the necessary information from the applicant (ready for presentation and discussion at the appropriate Council meeting). The WPC Finance group shall review all applications and make prioritised recommendations for funding to the Council.

- 1) Applicants will be required to complete the application form at the end of this policy, or the parish website ([www.winkleighpc.org.uk](http://www.winkleighpc.org.uk)). All questions on the application form should be fully answered and additional appropriate information, which supports an application, should be provided.
- 2) In addition to the application form organisations will be required to provide the following supporting information:
  - i. A copy of their written constitution or details of their aims and purpose
  - ii. Full details of the project or activity
  - iii. Demonstration that the grant will be of benefit to the local community within the parish
  - iv. The proportion or number of beneficiaries living in the electoral area

- v. Demonstration of a clear need for the funding
  - vi. A copy of the previous year's accounts or, for new initiatives, a detailed budget and business plan
  - vii. A copy of the organisation's latest bank statement.
- 3) The Council will expect to receive in writing to the Clerk any expression of interest for a possible grant application exceeding £100 by 17 September of the financial year prior to the funds being required in order that budget provision can be considered.
  - 4) Where additional information is required in order to consider the grant application, applicants will be invited to meet with the Council to further discuss the application, prior to the grant being determined by Full Council.
  - 5) The Full Council will make the decision on which grants to award. All applicants will be contacted following the Council's decision.
  - 6) Funds available are limited and not all applicants may be successful
  - 7) The availability of funding will be advertised so as to enable as wide a selection as possible of applicants to apply

#### **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 projects that discriminate on any grounds. Moreover, applications should demonstrate how they seek to improve access to their services and facilities, particularly by any marginalised groups within the community who may not access services currently.
- 3) Applicants must undertake to work collaboratively with other organisations in Winkleigh with similar aims and objectives and should demonstrate in the application how this is being undertaken.
- 4) All applicants should indicate what other funding sources have been identified, the outcome of other applications made, and the proportion of total funding being sought from WPC.
- 5) Where applications exceed the funding available, a percentage of each bid may be approved.
- 6) Joint applications which demonstrate partnership working across more than one organisation are especially welcome.
- 7) Grants will not be made to individuals, except as awards through the school or the Good Citizen scheme.
- 8) Grants will not be made retrospectively.

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- 9) 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.
- 10) An organisation should have a bank account in its own name with two authorised representatives required to sign each cheque.
- 11) 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 IN WRITING by 1<sup>st</sup> April of the year following the receipt of the grant.
- 12) Ongoing commitments to award grants or subsidies in future years will not be made. A fresh application will be required each year.
- 13) Each application will be assessed on its own merits.
- 14) 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.
- 15) 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.
- 16) The Council may make the award of any grant or subsidy as it considers appropriate in the event of any unforeseen urgent event.
- 17) Nothing contained herein shall prevent the Council from exercising, at any time, its existing duty of 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.