

Waltham on the Wolds and Thorpe Arnold Parish Council

GRANT AWARDING POLICY

1 Introduction

For each financial year (1st April to 31st March), Waltham on the Wolds and Thorpe Arnold Parish Council will allocate a specific amount of money to be made available as grants or donations to local organisations.

All applications will be determined by the Parish Council at a full Parish Council Meeting and will be assessed on their own merits.

Applications may be submitted for amounts up to £500.00. There is no minimum.

The Parish Council will make provision for awarding grants within its annual budget and any grants made available are funded directly from the Parish Precept.

The Council cannot fund activities outside its legally defined powers and functions.

Once the grants budget is exhausted, the Parish Council will only consider emergency requests for assistance.

2 Eligibility

The Parish Council awards grants, at its absolute discretion, to not-for-profit, charitable or volunteer organisations or worthy causes which can demonstrate a clear need for financial support to achieve an objective which will benefit the Parish by:-

- Providing a service
- Enhancing the quality of life
- Improving the environment
- Promoting the Parish of Waltham on the Wolds and Thorpe Arnold in a positive way

The Parish Council will **NOT** award grants to: -

- Private individuals
- Commercial organisations
- Purposes for which there is a statutory duty upon other local or central government departments to fund or provide unless such duty is devolved to the community or local level by agreement
- “Upward funders”/ “Uploaders” i.e. local groups where fund raising is sent to a central HQ for redistribution
- Political parties
- Religious organisations unless for a purpose which does not discriminate on grounds of belief
- Any organisation which in the view of the Parish Council has racist, extremist or other policies which the Parish Council deems to be unacceptable.
- Publicise or promote any organisations.

This list is not exclusive and may be added to at the Council’s discretion.

Only one application for a grant will be considered from an organisation in any one financial year.

Ongoing commitments to award grants in future years will not be made. A fresh application will be required each year.

Grants will not be made retrospectively or be made once work on a project has already commenced.

3 Application Procedure

The Clerk will receive applications and will collate all the necessary information from the applicant ready for presentation and discussion at the appropriate Council meeting.

Please submit the following, addressed to Waltham on the Wolds and Thorpe Arnold Council, 19 Goadby Road, Waltham on the Wolds, Leics, LE14 4AG:-

- A completed application form (see pages 3 and 4 herein)
- Any relevant, supporting information required as per the application form
- Evidence that their bank account is operated by a minimum of at least two joint signatories.
- Evidence that the project actively promotes equal access for all

Submissions will be discussed at the next convenient Parish Council meeting

4 Assessment Procedure

Each application will be assessed on its own merits. The Parish Council may make the award of any grant or subsidy subject to such additional conditions and requirements as it sees fit.

The Parish Council reserves the right to refuse any grant application which it deems to be inappropriate, or against the objectives/best interests of the Parish.

The Parish Council may also take into account the amount and frequency of any previous awards, and the geographical spread within the parish.

5 Conditions of Funding

1. A grant award must only be used for the purpose stated on the application unless the written approval of the Council has been obtained for a change in use of the grant monies prior to the work being commenced.
2. The event, activity or project should be completed in less than 12 months from the date the grant is awarded.
3. Recipients of grants will be asked to acknowledge Council support appropriately.
4. Any requests by the Parish Council for information from the organisation for its own purposes should be complied with and responded to within the timescales given.
5. If the organisation is unable to use the money, or any part of it, for the purpose stated, then all monies, or unexpended part of such monies must be returned to the Parish Council. The Parish Council may request proof of expenditure.
6. Recipients will be responsible for administration and accounting for any grants. All awards must be properly accounted for and evidence of expenditure should be supplied to the Parish Council as requested.
7. All applicants will be contacted in writing following the Council's decision.

Nothing in this policy prevents the Council from providing a grant for donation to a group, organisation or project without application where the Council considers that the giving of such a grant or donation will bring benefits to residents of the Parish.

Nothing contained herein shall prevent the Parish Council from exercising its existing duty or power in response of providing financial assistance or grants to local or national organisations under the provisions of the Local Government Act 1972, Section 137.

This document was adopted by the Council at its meeting held 16th November 2023.

Signed _____ Chair



Grant Application Form

Name of Group / Organisation:

Main Contact Name:

Contact Address:

Contact Details:

Email address:	Telephone number:
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Are you a registered charity?

Yes No

If yes, please provide your Charity Number:

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Does your group have a formal constitution?

Yes No

Does your group have an annual record of accounts?

Yes No

(If yes, please attach a copy of your most recent accounts or latest bank statement, balance sheet and constitution to your application)

Have you applied for a grant from WOTWATA Parish Council before?

Yes No

Please describe your group's main activities:

How much are you applying for?

£

How many people in our Parish are likely to benefit from it?

How will the Parish itself benefit from it?

Do you have any other sources of funding?

Yes

No

If yes, please provide details:

Please provide a full breakdown of the project costs and how it will be funded:

Please read the following important terms and conditions carefully. By signing this form, you are confirming that:

- You are an official representative of your group and are authorised to apply for funding on their behalf.
- Your details can be held by WOTWATA Parish Council in accordance with the Data Protection Act to administer the grants process.
- You have read and understood the Parish Council's Grant Awarding Policy.
- The information provided in this application is a fair and accurate description of your group and the project for which you are seeking funding. Misleading or inaccurate information may result in your application being rejected.

Signed on behalf of applicant:

Date:

This Section is for Parish Council use:

Application Reference Number:	Decision of Parish Council Meeting Approved: YES/NO
Amount of Grant: £	Date awarded:
Date Grant transferred:	Date for feedback: