



## GRANT POLICY

### Introduction

Winterbourne Parish Council is empowered to award grants to **non-profit groups** running projects which benefit the parishioners of Winterbourne, for example: - play schemes - environmental improvements - youth projects - elderly persons groups - cultural activities - recreational activities - international links

The Parish Council will NOT award grants to: -

Private individuals

General Appeals

Commercial organisations

Purposes for which there is a statutory duty upon other local or central government departments to fund or provide

“Upward funders”. i.e. local groups where fund-raising is sent to a central HQ for redistribution

Activities promoting political beliefs or political campaigns

Activities promoting religious beliefs

This list is not exclusive and may be added to at the council's discretion.

### Applications

Applications must be sent to the Clerk.

All applications must be accompanied by the Council's Grant Application Form which must be fully completed, and support documentation must be supplied - to include Bank Statements, Constitution and, if applicable, a business plan.

Failure to complete the form fully and failure to supply requested information may result in the application not being put forward for consideration.

Applications can only be accepted from non-profit making organisations and societies. Only one application for a grant per project will normally be considered from any organisation in any one financial year.

Organisations will normally be expected to have clear written aims and objectives, a written constitution and a separate bank account controlled by more than one signatory.

Grant applications should be for specific projects and not the general running costs of an organisation, unless this has been agreed in advance.

For repeat applications detailed evidence must be included on how previous grants have been utilised

## **Conditions**

The Council would expect organisations to raise a reasonable amount of funds themselves towards a specific project or scheme.

Written permission must be obtained if there is any change to the use of funds.

Grant applications are not normally considered in retrospect.

Upon completion of the project, any remaining funds should be returned to the Parish Council.

If the group is unable to use the award for the stated purpose, all monies must be returned to the Council.

Where the Council agrees funding for a specific project, proof of purchase of the goods or services must be provided after purchase.

All grant recipients must use monies within that financial year or agreed time period.

The decision of the Council not to make a grant shall be final.

## **Process**

Upon receipt of properly completed forms and all required attachments (preferably by electronic submission) the Parish Council will consider grant applications at the next scheduled Finance and General Purpose Meeting.

If approved at this meeting the application will then be put forward at the next scheduled Full Council meeting.

The Clerk will contact the applicant following the meeting with the outcome.

If you need further clarification or assistance in the completion of the application, then please contact the Parish Clerk.

## **GDPR**

**All documents submitted will be shared with the Winterbourne Parish Councillors. Grants awarded are published on the Winterbourne Parish Council website, this includes the name of the organisation and the amount given.**

<b>Title</b>	Grant Policy
<b>Author</b>	Sarah Lucy
<b>Date Originated</b>	November 2024
<b>Date Adopted</b>	2 December 2024
<b>Version No</b>	2
<b>Published Date</b>	3 December 2024
<b>Next Review Date</b>	November 2025

# WINTERBOURNE PARISH COUNCIL

## APPLICATION FOR A GRANT

**1. Name of Group:**

--

**2. Main Contact Name:**

--

**3. Contact Details:**

House Name/Number

Street

Area

Town

Post Code

Daytime telephone number

E mail address


**4. Please answer the following questions about how your group is organised.**

How long has your group been established?		
Do you have a management committee/steering group?	Yes	No
Does your group have a formal constitution?	Yes	No
Does your group have an annual record of accounts?	Yes	No

**(You must include a copy of your most recent accounts/bank statements as well as a copy of your group's constitution. This information will help with the assessment of your application)**

**5. If grant application is successful, payment will be made by BACS. Please provide your bank sort code and account number.**

--

**6. In the below box, please explain what the grant will be used for, the location of the group and any parish involvement in group's activities. Try and make specific reference to the number of Winterbourne residents that will benefit from the grant.**

**7. Please complete the following information about how your group is funded.**

Fundraising by group including membership fees, subs and events	£
Use of reserves/resources the organisation already has	£
Funding from organisations which give grants, donations or sponsorship. Please name organisation/fund and specify the amount	
Amount of community grant required	£

(If funding is required for a project please include copies of estimates or purchase invoices).

**8. I confirm that the information given in this application is a fair description of our Group and that I am authorised to apply for funding on behalf of the group and agree to abide by the terms and conditions of the grants process.**

Signed: .....

Name in block capitals: .....

Position in Group or Organisation: .....