

GRANT AWARDING POLICY

1. Introduction

Winterbourne Parish Council may award grants to properly constituted, non-profit organisations whose activities provide a clear and demonstrable benefit to the residents of Winterbourne. Grants may be awarded under the Council's statutory powers or, where no specific power exists, under **Local Government Act 1972, Section 137**, subject to the annual S137 limit and the requirement that expenditure is commensurate with the benefit to residents.

Eligible activities may include:

- Community development and engagement
- Play schemes and youth activities
- Environmental improvements
- Cultural, recreational or educational activities
- Projects supporting older residents
- Activities that promote community wellbeing
- International or community partnership links where local benefit is demonstrated

The Council will **not** normally award grants to:

- Private individuals
- Commercial or profit-making organisations
- General appeals or national charities without a clear local benefit
- Organisations where funds are redistributed to a central headquarters ("upward funders")
- Activities promoting political views or campaigns
- Activities promoting religious doctrine (although faith-based groups may apply for non-religious community projects)
- Projects that fall under the statutory responsibility of another public body

This list is not exhaustive and may be amended at the Council's discretion.

2. Eligibility and Requirements

Applicants must:

- Be a non-profit organisation, charity, voluntary group, or community interest group
- Have a **constitution, governing document, or set of rules**

- Have a **bank account with at least two unrelated signatories**
- Provide **recent bank statements** and, where applicable, **annual accounts**
- Demonstrate clear aims, objectives, and financial need
- Show how the project benefits Winterbourne residents
- Provide evidence of other fundraising or match funding where appropriate

Only **one application per organisation per financial year** will normally be considered, unless exceptional circumstances apply.

Applicants must provide **evidence of how previous grants were used**, including receipts or monitoring information.

3. Conditions of Funding

- Grants must be used **solely for the purpose stated** in the application.
- Any change of use requires **written permission** from the Council.
- Grants will **not** normally be awarded retrospectively.
- Any unspent funds must be **returned to the Council**.
- Proof of purchase (receipts, invoices, or equivalent) must be provided.
- Organisations must demonstrate that they have raised a reasonable proportion of funds themselves.
- All grant monies must be spent within the **financial year awarded**, unless otherwise agreed in writing.
- The Council reserves the right to request monitoring information or a project completion report.
- The Council's decision is **final**.

4. Application Process

1. Applications must be submitted to the Clerk using the official Grant Application Form.
2. All required supporting documents must be included; incomplete applications may not be considered.
3. Applications will be reviewed at the next scheduled **Finance & General Purposes Committee** meeting.
4. Recommendations will be made to the next **Full Council** meeting for approval.
5. Applicants will be notified of the outcome by the Clerk.
6. Payments will be made by **BACS** only.
7. The Council may request additional information before making a decision.

The Council may, at its discretion, defer or decline applications depending on budget availability, legal powers, or community priorities.

5. GDPR and Transparency

In accordance with NALC guidance and the Council's GDPR policies:

- All documents submitted will be shared with Parish Councillors for the purpose of assessing the application.
 - Grant awards will be published on the Parish Council website, including the **name of the organisation, purpose of the grant, and amount awarded.**
 - Personal contact details will not be published.
 - Documents will be retained in line with the Council's **Document Retention Policy.**
-

6. Review

This policy will be reviewed annually or sooner if required by changes in legislation, NALC guidance, or Council procedures.

Title	Grant Awarding Policy
Author	Sarah Lucy
Date Adopted	December 2020
Version No	5
Revision Date	09.09.2026
Next Review Date	September 2027

GRANT APPLICATION FORM

1. Name of Organisation

Organisation Name: _____

2. Main Contact

Full Name: _____

Position in Organisation: _____

3. Contact Details

Field	Information
House Name/Number	_____
Street	_____
Area	_____
Town	_____
Postcode	_____
Daytime Telephone	_____
Email Address	_____

4. Organisation Structure

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

Required attachments:

- Most recent accounts or bank statements
- Constitution or governing document

5. Bank Details (for BACS payment)

Sort Code: _____-_____-_____

Account Number: _____

6. Purpose of Grant

Describe the project, location, and community benefit. Include the number of Winterbourne residents who will benefit.

7. Project Funding Breakdown

Funding Source	Amount (£)
Fundraising by group (membership fees, events, etc.)	£ _____
Use of existing reserves/resources	£ _____
Funding from other organisations (name and amount)	_____
Amount of grant requested from Winterbourne Parish Council	£ _____

If funding is for a project, attach estimates or invoices.

8. Declaration

I confirm that the information provided is accurate and that I am authorised to apply for funding on behalf of the organisation. I agree to abide by the terms and conditions of the Winterbourne Parish Council Grant Policy.

Signed: _____

Name (Block Capitals): _____

Position: _____

Date: _____