



## **WITHYHAM PARISH COUNCIL POLICY FOR AWARDING GRANTS 2018**

Withyham Parish Council values the work of local voluntary groups and organisations. The Council will consider applications for financial assistance to groups and organisations which contribute to the welfare of the community within the Parish by improving or supporting the activities/facilities. Applicants must be able to demonstrate a clear need for financial support and the Parish Council will not normally provide grants to plug perceived gaps in the provision of community services that are the responsibility of other Authorities.

Grants deadlines are at noon on the Monday prior to our Finance and Administration meetings, which are as follows: 22 January 2018, 26 March 2018, 29 May 2018, 23 July 2018, 24 September 2018 and 26 November 2018

Grants do not exceed £2,000 to any one particular organisation unless there are exceptional circumstances.

### Guidelines for all grants

1. An overall limit for the annual provision of grant aid will be determined as part of the budget setting process. This amount varies from year to year and will be fixed at Precept, in November.
2. Withyham Parish Council envisages the majority of the grant aid being allocated at the March/May grants rounds
3. Applicants must complete a grant application and return it, together with the required financial information, to Withyham Parish Council by the deadlines given below
4. In all cases grants awarded will be paid in same financial year as the Council meeting where they are agreed
5. Applicants will provide details of the project/activity and the number of parish residents expected to benefit.
6. Where beneficiaries of the grant would be from other parishes also, WPC would expect the level of funding requested to be proportional to the proportion of beneficiaries from our parish.
7. Recipients must provide a report of how the money has been spent and any unspent money must be returned to Withyham Parish Council. If evaluation is not provided to Withyham Parish Council then the group or organisation will not be able to apply for future funding.
8. As a condition of receiving a grant, recipients will be required to acknowledge the Parish Council's support in publicity material.
9. Grants cannot be made retrospectively.
10. Withyham Parish Council would not normally grant awards to the same applicant more than once in a financial year, however further applications may be considered in exceptional circumstances
11. Withyham Parish Council might choose to offer a grant of a lower amount to that requested, particularly where there is a pressure on funds available.



12. Where a grant exceeds £1,999 the Parish Council is required by statute to obtain evidence from the Grantee that the grant has been spent in accordance with the description of the project given at the time of the application.
13. Withyham Parish Council grants will not fund maintenance and projects that should be in receipt of statutory funding'
14. Where the project or applicant organisation includes work with young people we request a copy of the recipient's child protection policy.

#### Additional Guidelines

1. The applicant is required to attend the Finance and Administration (F and A) Committee meeting on 22 January 2018, 26 March 2018, 29 May 2018, 23 July 2018, 24 September 2018 and 26 November 2018 when a representative of the organisation should speak to the Committee and answer any questions. January and May dates tbc.
2. Applications, complete with supporting documentation are to be forwarded to the Parish Clerk **by noon of the Monday prior to the above meeting dates.**
3. In the event of delayed or missing supporting documentation, the Committee's consideration of the application may be affected

#### Supporting documentation required with all applications

- A. Audited accounts
- B. Copy of most recent Bank Statement
- C. Relevant quotes (minimum of 2, preferably 3)
- D. Child Protection Policy where required (see 14 under Guidelines above)

Withyham Parish Council  
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