

Woodchester



Parish Council

# Woodchester Parish Council

## **GRANT AWARDING POLICY**

May 2024

**Contact Details:**

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## Grant Awarding Policy

### 1. Introduction

- a. The Parish Council will earmark a certain sum each year for grants.
- b. The sum to be allocated will depend on the S137 limits, the state of the Parish Council's finances and existing demands on the budget.
- c. The sum will be agreed annually as part of the budget setting process.
- d. Grant applications will only be considered for charitable, voluntary, community or non-profit organisations which are deemed to be of direct benefit to parishioners as opposed to the wider community.

### 2. Process

- a. Applications may be made at any point within the year and will be considered by the council at the next appropriate general meeting of the council.
- b. If no suitable awards are granted in any one financial year, the sum may be allocated to a suitable community project.
- c. Agreed grant payments will be made as soon as possible after the Parish Council meeting and sent to the named contact on the application form.
- d. Successful applicant(s) will supply the Parish Council with updates on how the grant has been used no later than twelve months after receipt.
- e. On completion of a project a letter of thanks should be sent to the Parish Council and an acknowledgement of the Parish Council's contribution should be made.

### 3. Conditions

- a. Additional applications within a 12 month period will not normally be considered.
- b. The award must be used for the purpose for which the application was made.
- c. If the group is unable to use the award for the stated purpose, all monies must be returned to the Parish Council. Applications for an alternative use of the monies may be considered in line with the above process.
- d. All awards must be properly accounted for and evidence of expenditure must be supplied if requested. If the Parish Council is not satisfied with the arrangements, they reserve the right to request a refund of monies awarded.
- e. The policy and application form may be amended at any time by the Parish Council following a motion under the Parish Council Standing Orders. This will not affect already awarded grants.

### 4. Eligibility:

- a. Any charity, voluntary group, community, or non-profit organisation operating within or for the direct benefit of the parish.
- b. The Parish Council will not fund activities that it considers to be the responsibility of a Statutory Authority.
- c. Donations to registered charities in response to a general fundraising appeal may be considered if there is a direct benefit to residents of the Parish.

### 4. Submission of Applications:

Grant Awarding Policy

Applications must be submitted on the Parish Council's Official Application form which can be obtained from the clerk

**Reviewed and adopted at Parish Council Meeting on 9th May 2024, item May24/10 (b)**

Chairperson.....

Clerk.....