

Parish Clerk
The Parish Office, The Triangle
Willingdon
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Office Hours 9 am to 1 pm
Monday to Friday

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COMMUNITY GRANTS POLICY

1. Introduction

1.1 The Council recognises the hard work and contribution made by local groups and organisations and offers the opportunity to apply for a grant on an annual basis to support this valuable work.

1.2 This policy outlines the guidelines to follow when applying for or assessing grant applications.

2. Qualifying criteria

2.1 Organisations applying for a grant must meet the following criteria:

- must be a 'not for profit' organisation
- must be based in, and/or serve residents of the Parish
- a grant application form must be completed, including the provision of supporting documentation where required

3. Application process

3.1 Organisations must complete a grant application form and supporting documentation and submit to the Parish Clerk. The Clerk may offer support in the completion of the documentation, but not offer an opinion as to how likely the application is to be approved.

3.2 Organisations will be invited to apply to the Council annually in January. If successful, the grant will be paid at the beginning of the subsequent financial year. An organisation which misses this deadline can apply at an alternate time during the year, and these applications will be considered at a time to be agreed by the Council.

3.3 The Council will only consider one application per organisation per financial year, unless there are exceptional circumstances.

4. Decision making

4.1 Applications will be determined by the Finance and General Purposes Committee, taking into account the assigned grant budget.

4.2 Any Councillor on the Finance and General Purposes Committee who has an interest in an organisation applying for a grant will be excluded from the decision-making process for that organisation.

- 4.3 The Council can only provide grant support within the wider financial constraints in operation at the time, and therefore may not be able to agree every application.
- 4.4 The Finance and General Purposes Committee will make their decision in good faith, based on the information provided to them as part of the application. Once a decision has been made, no further correspondence will be entered into.
- 4.5 Organisations are welcome to apply again in subsequent financial years, regardless of the outcome of previous applications.
- 4.6 Organisations who are offered the opportunity of a grant, will be requested to draft a report on the project and how the funds were used.
- 4.7 Any refusal of a grant application, for whatever reason, is not to be taken as a comment by the Council on the worthiness of the cause or work of the organisation.