

## **Wingerworth Parish Council Grant Awarding Policy**

### **Objective**

The Parish Council wishes to support activities and causes which benefit the parish of Wingerworth and the well being of its community.

Wingerworth Parish Council has a small budget for the award of grants. A grant is any payment made by the Parish Council for the specific purpose for which it is claimed.

### **Eligibility**

Any grant made by the Parish Council must directly benefit some or all of the residents of the parish of Wingerworth and so will normally be sought by a group from the community rather than any one individual.

The following criteria must be met for a group to be considered for a grant:

- The group must be a charity, voluntary or community organisation;
- The group must be able to demonstrate that any funding from the Parish Council will directly benefit the residents of the Parish of Wingerworth;
- The group must be formally constituted and have a management committee made up of volunteers.

Individuals, businesses, religious groups or political parties are not eligible for grant funding.

### **Conditions**

- No single grant shall exceed £500;
- All applications shall be subject to review by the Parish Council before any decision is made;
- Applicants should not consider their application will be approved until such time as the Parish Council has fully considered their application and notified them of the outcome;
- Multiple applications within a 12 month period will not normally be considered;
- The Parish Council reserves the right to reclaim any grant not being used for the purpose specified on the application form. The Parish Clerk will, therefore, be allowed to verify that the monies have been spent accordingly;
- Proper evidence of actual or estimated expenditure or projected costings, must be supplied to the Parish Council prior to the payment of any grant. If the Parish Council is not satisfied with the arrangements it reserves the right to request a refund of monies or cancel the grant;
- Grants cannot be awarded after the relevant project or event has been completed.

## **Application Process**

- Applications should be made in writing and enclose a copy of appropriate accounts, along with any other supporting financial information, for the group making the application;
- Applicants should be prepared to supply any additional information which the Clerk or Parish Council consider necessary to complete their review and make their final decision;
- Applicants will usually be informed within two weeks of the meeting of the Parish Council at which their application is considered.

## **Promotion**

The Parish Council will expect recognition from successful applicant groups in the form of the promotion of the Parish Council in the organisation's newsletter, publicity material or any press release. The Parish Council will also recognise successful applicant groups in its own reports to parishioners.

The Parish Council also welcome any community groups to attend the Annual Parish meeting to provide a report on their activities during the year, or speak about the use of their grant funding.

Originally adopted TBC

Review date TBC – 2 years after adoption date