

Winnersh Parish Council Policies and Procedures	
Grants Policy	
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Winnersh Parish Council

1. Introduction

- 1.1 The Grants Policy was adopted at the Winnersh Parish Council Meeting held on 12th November 2019.
- 1.2 Winnersh Parish Council ('The Council') has a small budget for the award of grants, currently £5,000. The Council can only award grants using certain legal powers. Where there is no statutory power the Council may use Section 137 of the Local Government Act 1972 to give grants to community organisations. This power may only be used if its use will benefit some or all of its residents, or some or all of the area, and where the benefit obtained is commensurate with expenditure incurred.
- 1.3 There is only a limited amount of money available and there are many deserving causes, so the Council is not able to contribute to them all. All requests are assessed on an individual basis against guidelines set out below.
- 1.4 Commercial organisations are not eligible to receive grants.
- 1.5 Specific projects are generally considered more favourably than contributions to running costs and that will be at the discretion of the Council (see para 2.2).
- 1.6 Applications for grants will be considered by the Finance and General Purposes Committee (F&GP) that has delegated authority to determine whether to award a grant and the amount to be awarded.
- 1.7 Applications will be considered throughout the year and can be submitted at any time. Applications will be presented to meetings of the F&GP at the end of January, April, July and October.

2. CRITERIA

- 2.1 Applications must be made on the grant application form together with financial information, normally a balance sheet and profit & loss account, showing levels of reserves and commitments.

- 2.2 All applications will be considered on their merits but in general, grants will be awarded for specific projects or events. The Council will only award grants towards running costs or salaries in exceptional circumstances.
- 2.3 The purpose for which the grant is made must be in the interest of Winnersh residents.
- 2.4 Groups from outside the Parish can apply for a grant but must be able to demonstrate direct benefit to the Winnersh area.
- 2.5 The Council will take into account any previous grants made to an organisation or group when considering a new application.
- 2.6 The amount of the grant will be at the discretion of the Council.
- 2.7 Retrospective applications will not be funded where the expenditure has been incurred, the project has been carried out or the event has taken place.
- 2.8 Payments for grants will normally only be paid to an organisation or group and not to individuals.
- 2.9 All grant payments will be conditional upon submission of your most recent audited accounts. Supporting documentation, including any estimates or quotations for projects or events would help support your application.
- 2.10 All grant recipients are required to provide the Council with a brief report, including photographs (if applicable) of how the grant has been utilised, how it has assisted the organisation and the community and what it has achieved. This may appear in the Winnersh Newsletter and/or website.
- 2.11 Recognition of the grant from the Council should, whenever possible, be made in any publicity material.
- 2.12 If the grant is used for purposes, other than those for which it was awarded, without the prior approval of the Council, the recipient organisation will be required to repay the grant to the Council.

3. HOW APPLICATIONS WILL BE ASSESSED

- 3.1 Each application will be assessed on its merits and will be considered alongside any other applications. To ensure as fair a distribution as possible, the F&GP Committee will take into account the amount and frequency of previous grants.
- 3.2 Applicants will also need to demonstrate:-
- How well the grant will meet the needs of the community;
 - How effectively the group will use the grant;
 - Whether the costs are appropriate and realistic; and
 - What other contributions have been, or will be, raised in addition to the grant.

WINNERSH PARISH COUNCIL

GRANT APPLICATION FORM

Conditions of Funding

The Parish Council will only consider grants to projects specifically designed to benefit Winnersh residents. Applications will not be considered from any organisation intending to support any political party or that may discriminate on the grounds of race, gender, age or religion.

Only one grant will be considered for an organisation during the year unless there are exceptional circumstances.

The Parish Council reserves the right to refuse any grant application which they consider to be inappropriate or against the objectives of the Parish Council.

Name of Organisation:

1) Is the organisation a Registered Charity *YES/NO (*please delete as appropriate)
If yes, please indicate the Charity Number:

Some organisations are entitled to Charity Status through membership of a national organisation. If this applies to you please name the national organisation.

2) Objects and aims of your organisation

Please provide a brief summary:

3) Is the grant for the benefit solely of the parishioners of Winnersh or for a wider area? Winnersh only / Winnersh and wider area* (*please delete as appropriate)

How many residents of Winnersh do you anticipate will benefit from the project? _____

4) Is the grant requested for a specific project? *YES/NO (*please delete as appropriate)

If no, please proceed to Q7

If yes, please give details of the project – detailed estimated/breakdown of costs should be provided.

- | | |
|-----------------------------|---|
| a) Cost of activity/project | £ |
| b) Funds Raised | £ |
| c) Funds Promised | £ |
| d) Balance | £ |
| e) Grant Requested | £ |

5) What is the commencement date of the activity/project?

.....

6) What is the completion date of activity/project?

.....

7) If the grant is not for a specific purpose e.g. revenue/running costs, please state the amount requested and describe how it will be used

.....

8) Is there any other information you would wish the Council to consider in support?

Additional Information:

Name of Applicant

Position within the organisation/group

Address

.....

Signed Date

Please return your application to the Parish Clerk by email or post.

Email: clerk@winnersh.gov.uk

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