

# **WENDOVER PARISH COUNCIL**

## **POLICY AND PROCEDURES FOR AWARDING OF GRANTS**

This policy and its related procedures supersedes any previous policy.

The aim of this document is to provide information for the Parish Council when considering requests for grants and donations.

The Parish Council will only consider applications from organisations that can demonstrate they serve the community of Wendover. WPC will not consider profit making organisations, projects or fund-raising activities nor political parties and individuals.

The aim of the grant funding scheme is to provide financial support to local groups in respect of specified projects which benefit Wendover residents and add value to current activities available to the local community.

### **1. INTRODUCTION**

- 1.1 At its discretion Wendover Parish Council may set annual minor and major grant budgets in order to provide financial assistance to organisations, projects and activities which provide services for local residents. Applicants for funding must meet the eligibility criteria set out in this document in order to be considered for a grant.
- 1.2 In the event the Parish Council receives more requests for funding in any one financial year, than there are budgeted resources available, it will fund only those which are judged to give the greatest benefit to Wendover.
- 1.3 Where the Parish Council has General Power of Competence, urgent donations to organisations may be considered and made at the discretion of the Parish Council outside the timetable set out in paragraph 3.3 below. Donations must be reasonable, affordable and of greater benefit to the community than the cost of the donation.

### **2. CATEGORIES OF GRANT OR DONATION**

Minor grants up to £1000

Major grants over £1001

### **3. POLICY**

When considering grants/donations the applications will be checked against the following criteria -

- 3.1. Wendover Parish Council will only consider making financial contributions to local, properly constituted organisations that directly serve the community of Wendover and provide services that meet the needs of Wendover residents.
- 3.2. The maximum that may be awarded to any organisation is £5000 in any one financial year. This figure will be reviewed annually by the Finance Committee with any recommendation for change requiring resolution of the Full Council. In exceptional circumstances, the Council may resolve to exceed this limit.
- 3.3. Requests for major grants are to be received in writing by the Parish Clerk by 31st January (*to comply with para 3.4 below*) in the previous financial year to that which the grant would be paid i.e. an application for a grant in 2017/18 should be made by 31<sup>st</sup> January 2017. In exceptional circumstances the Council may consider an application received after this deadline. Those receiving major grants should be prepared to present for 5 minutes on the use of the grant at the next WPC Annual Parish Meeting. All successful applicants for major grants will be required to provide a simple report on completion of the project, with photographic evidence if appropriate. The report will show how

funds have been spent and detail how benefits have been delivered and must be submitted within 6 weeks of completion of the activity or purchase. The Council also reserves the right to make such reports and/or photographs public, such as inclusion within the back page of Wendover News "Matters Arising" and on the Council's website or Social media sites. This will enable outcomes achieved to be celebrated, as well as raise awareness of local organisations and additional benefits to Wendover residents enabled by the grant funding scheme.

- 3.4. Organisations receiving major or minor grants must use the Parish Council logo to publicise the financial support given and explain how this will be done on the application form.
- 3.5. The application form will be published on the Parish Council website. Applications should be received by the Clerk by 31<sup>st</sup> January, to enable recommendations to be considered at the March meeting.
- 3.6. Approved grants will be paid in May of the following financial year (e.g. applications considered in March 2018 will be paid in May 2018)
- 3.7. Applications will be assessed by the Grants Sub-Committee of Wendover Parish Council against the assessment form in February/March and will make recommendations to the Finance Committee regarding the awards to be made.
- 3.8. Applications for a minor grant can be made at any time and considered by the Finance Committee or the Council.
- 3.9. Grants may only be used for the purpose set out in the application and must be spent within the financial year in which they are awarded.
- 3.10. The provision of a grant in one year does not set a precedent for another year; nor does it preclude further grants in subsequent years.
- 3.11. The Parish Council reserves the right to decline any application or to apply conditions to the grant.

#### **4. BUDGET FOR GRANTS/DONATIONS**

- 4.1. The Finance Committee should recommend to the Parish Council each year a budget for expenditure on grants/donations.
- 4.2. When there is a request for a grant on the Parish Council agenda, the Parish Clerk must ensure up to date budget information is available.

#### **5. PROCESS OF NOTIFICATION FOR MAJOR GRANT APPLICATIONS**

- 5.1. The deadline and other requirements for applications will be publicised in the November edition of the Wendover News on Parish Council notice boards and on the Parish Council's website.
- 5.2. Grants are awarded by Wendover Parish Council, on the recommendation of its Grants Sub-Committee and agreed by the Finance Committee
- 5.3. Grant applications will only be considered if submitted on a Grant Application Form with all supporting documentation. It is, therefore, important that all questions are answered fully to provide a detailed proposal for your project or activity.

#### **6. SUSPENSION OF GRANT AID**

- 6.1. The Parish Council reserves the right to recall a grant or suspend a grant in the process of being awarded, if conditions in 3.1 and 3.8 are subsequently found not to be met. The Parish Council will, in the first instance, seek explanation and try to assist in the resolution of such problems/difficulties.