



Wickersley Parish Council

Grant Awarding Policy

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Rev1	Feb 2024	Full Parish Council (19.02.2024)

Wickersley Parish Council

This document includes the following

1. Grant Awarding Policy
2. Grant Application Form
3. Guidelines for applicants

Items 1-3 will be sent to all applicants requesting information

1 Grant Awarding Policy

Introduction to Policy

A grant is any payment made by the Council to be used by an organisation for a specific purpose that will benefit the Parish, or residents of the Parish, and which is not directly controlled or administered by the Council. The Council awards grants, at its discretion, to Parish organisations which can demonstrate a clear need for financial support to benefit the Parish by:

- Providing a service
- Enhancing the quality of life
- Improving the environment
- Promoting the Parish of Wickersley in a positive way

Grant Application Process

1. The Clerk to the council will receive all applications in the first instance. The Clerk will ensure the application fulfils the criteria within this policy and then collate all the necessary information from the applicant ready for presentation and discussion at the appropriate Ordinary Council meeting.
2. Applicants will be required to complete the application form. All questions on the application form should be fully answered and additional appropriate information, which supports an application, should be provided.
3. Organisations will be required to provide the following supporting information (some points are covered on the application form)
 - a copy of their written constitution or details of their aims and purpose/rules
 - full details of the project or activity
 - demonstration that the grant will be of benefit to the local community within the parish of Wickersley
 - the number of beneficiaries living in the parish of Wickersley
 - demonstration of a clear need for the funding

- a copy of the most recent/audited accounts
 - a copy of a recent bank statement
4. The Council will make the decision on which grants to award. All applicants will be contacted following the Council's decision
 5. The Council has a limited budget each year and guidance can be given to applicants as to how much money is likely to be available in a specific financial year. No application should exceed the value of £500

. Conditions of Funding

1. The organisation must be either non-profit or charitable. Applications will not be considered from private organisations operated as a business to make a profit or surplus.
2. Grants will not be made to individuals.
3. Grants will not be made retrospectively.
4. Applications will not normally be considered from national organisations or local groups with access to funds from national 'umbrella' or 'parent' organisations, unless funds are not available from their national bodies, or the funds available are in adequate for a specified project
- . 5. An organisation should have a bank account in its own name with two authorised representatives required to sign each cheque.
6. The administration of and accounting for any grant shall be the responsibility of the recipient. All awards must be properly accounted for and evidence of expenditure should be supplied to the Council as requested
7. Only one application for a grant will be considered from each organisation in any one financial year
- . 8. Ongoing commitments to award grants or subsidies in future years will not be made. A fresh application will be required each year.
9. Each application will be assessed on its own merits and each applicant will be expected to make some contribution from its own funds.
10. The Council may make the award of any grant or subsidy subject to such additional conditions and requirements as it considers appropriate. The Council reserves the right to refuse any grant application which it considers to be inappropriate or against the objectives of the Council.

11. Any grant must only be used for the purpose for which it was awarded unless the written approval of the Council has been obtained for a change in use of the grant monies, and that any unspent portion of the grant must be returned to the Council by the end of the financial year in which it was awarded.

12. The Council may make the award of any grant or subsidy as it considers appropriate in the event of any unforeseen urgent event

13. Nothing contained herein shall prevent the Council from exercising, at any time, its existing duty or power in respect of providing financial assistance or grants to local or national organisations under the provisions of the Local Government Act 1972, Section 137.

14 Successful applicants must agree to featuring in any publicity required by the parish council, including newsletters, websites etc

2 Grant Application Form

Wickersley Parish Council

Grant Application Form

Application for Grant for Voluntary Organisations Local Government Act 1972, Section 137

You may use a separate sheet of paper to submit any other information which you feel will support this application.

Name of Group:	
Main Group Contact: (Full Name and Title)	
Position in Group	
Address	
Telephone	
E-mail	
Provide a detailed description for which the grant is required, and who will benefit from it. <u>Please state how many people from the Parish of WICKERSLEY would benefit.</u>	
State how you know there is a need for your project	
What are the full costs of the project (including VAT if applicable) please provide a full breakdown	

Grant Awarding Policy



Have you applied for grant funding from anywhere else? Please give details and whether successful	
Amount sought from the Parish Council.	£
Amount to be provided by applicant	£
What is the structure of your organisation?	Informal group <input type="checkbox"/> Registered charity <input type="checkbox"/> Other <input type="checkbox"/> Please give details below

Supporting Information Checklist

Where relevant please ensure that the following documents are submitted with your application (accounts and bank statements must always be submitted).

	Tick to confirm enclosure
Group constitution or set of rules	
Copy of the most recent/audited accounts	
Quotes for capital items and works	
Copy of a recent bank account statement	

Signature of authorised person applying for the grant on behalf of the group

Position held

Date

Please return to:

Clerk to Wickersley Parish Council, Wickersley Community Centre, 286 Bawtry Road, Wickersley, Rotherham. S66 1JJ

3 Guidelines for Applicants

WICKERSLEY PARISH COUNCIL

PARISH GRANT SCHEME – GUIDELINES FOR APPLICANTS

Please read in conjunction with the grants policy for full details

1. Groups within the Parish can apply for funding. Those outside the Parish who can demonstrate direct benefit to the inhabitants will also be eligible to apply.
2. Projects with total cost of £500 and below will be eligible to apply for funding.
3. Groups will apply to the fund using the agreed application form.
4. Groups will be expected to supply accompanying documentation as detailed on the application form and within the grants policy
5. Groups can apply once per year.
6. All applications will be considered with regard to financial stability of the groups and judged on their own merits.
7. Groups will be expected to make some contribution from its own funds.

ELIGIBILITY CRITERIA

In order to be eligible to apply for grant funding, organisations must address one of the following priorities:- (this must be clearly identified within the application form)

- Providing a service
- Enhancing the quality of life
- Improving the environment
- Promoting the Parish of Wickersley in a positive way