

# Weybourne Parish Council

## Grant Awarding Policy and Procedure

### **Introduction to Policy**

Weybourne Parish Council sets aside a sum of money each year to be awarded in grants to organisations for projects that will be of benefit to the residents of our Parish. This policy document has been drawn up to demonstrate a fair and transparent process for grant awards.

The Council can only award grants using certain legal powers; specific powers allow the Council to provide funding for specific activities or projects which Members feel will be of benefit to the Weybourne Parish area. Where no other power is available, the Council may decide to use its power under Section 137 of the Local Government Act 1972, to award a grant where it feels that to do so will benefit some or all of its residents or some or all of the area.

### **Policy**

The Parish Council awards grants, at its absolute discretion, to organisations which can demonstrate a clear need for financial support to achieve an objective which will benefit the Parish by:

- Providing a service
- Enhancing the quality of life
- Improving the environment

The Parish Council will NOT award grants to:

- Private individuals
- Commercial organisations
- Purposes for which there is a statutory duty upon other local or central government departments to fund or provide
- “Upward funders”. ie. local groups where fund-raising is sent to a central HQ for redistribution
- Political parties
- Religious organisations: unless for a purpose which does not discriminate on grounds of belief

This list is not exhaustive, and may be added to at the council’s discretion.

Only one application for a grant will be considered from any organisation in any one financial year.

Ongoing commitments to award grants in future years will not be made. A fresh application will be required each year. This will be at the discretion of the council.

Grants will not be made retrospectively.

Grants will only be made if the Parish Council has the power to do so.

Grants can only be awarded by resolution of the Full Council and are dependent on the availability of funds and the suitability of the application.

The amount of any individual grant will not normally exceed £250.

### **Application Procedure**

Organisations requesting financial assistance are required to submit by 14th April of the financial year in which they require assistance:

- A completed application form.
- Copies of their last year end accounts.
- The number, or percentage, of members that belong to the organisation and that live within Weybourne Parish.
- Details of any restrictions placed on who can use/access their services.
- Supporting documentation detailing costs of capital expenditure, project or events for which the funding is being sought.

Organisations will normally be expected to have clear written aims and objectives, a written constitution, and a separate bank account controlled by more than one signatory.

All grants awarded will be subject to regular 'report back' to Weybourne Parish Council as to progress and/or community benefit.

### **Assessment Procedure**

The Parish Council will consider all applications at its May meeting and will inform all applicants of the outcome of their application as soon as possible after this meeting. An unplanned grant request, once received in writing, will be considered at the next meeting of the Parish Council if there are funds remaining.

Each application will be assessed on its own merits. However, to ensure as fair a distribution as possible of available funds, the Parish Council will take into account the amount and frequency of any previous awards, and the geographical spread within the parish.

Due account will be taken of the extent to which funding has been sought or secured from other sources or fund-raising activities.

The Parish Council may make the award of any grant or subsidy subject to such additional conditions and requirements as it considers appropriate.

The Parish Council reserves the right to refuse any grant application which it considers to be inappropriate, or against the objectives of the Council.

In addition, the Parish Council will consider:

- How well the grant will meet the needs of the community, providing positive benefit to the inhabitants.
- Whether the costs are appropriate and realistic.
- What level of contributions has been, or will be, raised locally.
- Whether the organisation or group could reasonably have been expected to obtain sufficient funding from another, perhaps more appropriate source.

Organisations are welcome to apply for grants in subsequent financial years, regardless of the outcome of previous applications.

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 the work of the organisation.

### **Successful Applications**

A grant award must only be used for the purpose stated on the application. If the organisation is unable to use the money, or any part of it, for the purpose stated, then all monies, or unexpended part of such monies must be returned to the Parish Council. Where equipment is gifted to an organisation, the Parish Council requires that it be insured and maintained at the expense of the user.

## Weybourne Parish Council Grant Application Form

Please complete this form, attach the relevant information and send to the Clerk:  
Ms Fetcher, Weybourne Parish Council, 11 Oakfield Road, Aylsham, Norwich NR11 6AL  
or e-mail to: [weybournepc@gmail.com](mailto:weybournepc@gmail.com)

Name of organisation	
Contact details	
Position within organisation	
Is your organisation a registered charity? If yes, what is the charity number?	
Does your organisation have: <ul style="list-style-type: none"><li>• clear written aims and objectives?</li><li>• a written constitution?</li><li>• a separate bank account controlled by more than one signatory?</li></ul>	
Please provide details of the project for which funds are required:  (continue on sperate sheet if required)	
Please identify how this project will benefit the Parish by: <ul style="list-style-type: none"><li>• Providing a service</li><li>• Enhancing the quality of life,</li><li>• Improving the environment</li></ul> (continue on sperate sheet if required)	
Total cost of project:	

Grant requested from Weybourne Parish Council:	
Have any funds been requested/agreed from other sources? If so, please give details.	
When will the funds be required?	

Please also provide:

- Copies of the last year end accounts for your organisation.
- The number, or percentage, of members that belong to the organisation and that live within Weybourne Parish.
- Details of any restrictions placed on who can use/access their services.
- Supporting documentation detailing costs of capital expenditure, project or events for which the funding is being sought.

Signed..... Date.....