



## Grant Fund Policy

Date of Annual Review	Notes and comments	Change Description	Minutes Number
4 May 2022		Annual Review	4656
3 August 2022		Additions to Policy (Item 10)	4739
4 January 2023	Amendment	Accounts information (Item 4)	4856
10 May 2023	Amendment to Item 9 regarding payment of grants	Annual Review	4942
1 May 2024	No amendments	Annual Review	5245

Each year West Down Parish Council allocates an expenditure budget from the annual precept in order to support local groups and organisations. These grants are made in accordance with powers under Section 137 of the Local Government Act 1972.

This document outlines West Down Parish Council's guidelines for grant applications. It also formalises the process to ensure access, openness and fairness to the groups and organisations we aim to support.

WDPC grants run within a financial year April – March.

### **Fund Criteria**

These groups and organisations must clearly demonstrate a need for financial support which directly benefits West Down Parish and its residents by:

- Providing a service.
- Enhancing the quality of life.
- Improving the environment.
- Promoting West Down in a positive way.

Grant Fund Applications will only be considered if the applicant can be described as one of the following from:

# WEST DOWN PARISH COUNCIL



- An organisation, which may be local or national, serving the needs of the residents of West Down.
- Organisers of a project or event requested by a resident(s) of West Down which will be for the benefit of the local community.
- A West Down based Club, Association or Charity serving a specific section of the community or the community as a whole.

## Application Process

1. Only applications made on the West Down Parish Council Grant Application Form will be considered.
  - a) Application forms can be obtained by contacting the Parish Clerk (contact details above) or downloaded from the Parish Council website at **[www.westdownparishcouncil.org.uk](http://www.westdownparishcouncil.org.uk)**
  - b) All application fields on the Grant Application Form must be fully completed.
  - c) The correctly dated form should be submitted to the Parish Clerk before 21st October in the year preceding the financial year for which the grant is being requested.
2. Applicants will be required to provide their contact details, what their organisation covers, who the beneficiaries are, and a clear need for funding.
3. The recipients of a WDPC grant will have to have an organisational bank or building society account with a minimum of two signatories.
4. Applicants will also be required to provide a copy of their statement of accounts for their last complete financial year and an up to date budget forecast or, for new initiatives, a budget forecast. Please note: Failure to provide this financial information may result in the application being delayed or rejected.
5. A WDPC grant will only be available to 'not for profit' organisations.
6. Grant applications will be considered and decided upon as an agenda item at the WDPC November meeting each year and organisation representatives and/or the general public are welcome to attend to support their applications.
7. Any payments made are subject to the normal budgetary constraints of the Parish Council and will be made at the absolute discretion of the Parish Council. In exceptional circumstances, the Council may subsequently consider making an earlier payment (i.e., before the following April), if it is considered to be in the best interests of the Parish.
8. Confirmation of a successful application (and the amount of grant allocated), or why an application was not successful, will be sent to the named person on the application form.
9. If an application is successful funds are awarded via cheque or secure online payment. Grant awards of more than £250 will be paid in two halves, the first instalment a month after the first precept payment is received by the Parish Council and the second instalment a month after the second precept payment is received. Grant awards of up to £250 may be paid in one lump sum in April at the discretion of the Parish Council.
10. Funding must be spent before the end of the financial year awarded and cannot be added wholly or partly to the organisation's reserves. Grant payments are required to be evidenced as spent for the approved purpose by submitting copies of receipted invoices to the Parish Council for perusal. Any unused funds at the end of the financial year in which the grant is paid out must be returned to the Council.
11. All grant recipients are invited to provide the Parish Council with a brief report, including photographs (if applicable) of how the grant has been utilised, how it has assisted the

# WEST DOWN PARISH COUNCIL



organisation and what it has achieved. This would normally be presented at the AGM following the financial year in which the grant was awarded.