

Widford Parish Council Grants Award Policy and Guidelines

Revision Adopted 1 March 2016

Widford Parish Council will consider making grants to organisations (but not to individuals) that work for the benefit of the local community.

To apply for a grant, please complete the Application Form, and note the following conditions of funding:

- 1 An organisation may make only one grant application per financial year, up to a maximum of £500.
- 2 Applications will only be considered for specific projects from Parish-based charitable or non-profit making organisations.
- 3 Applicants must demonstrate that their project will produce a direct benefit to the community.
- 4 Applications will not normally be considered from national organisations, or local groups that have access to funds from national “umbrella” or “parent” organisations.
- 5 Applications for projects from religious groups will be considered where a clear benefit to the wider community can be demonstrated irrespective of their religious beliefs.
- 6 Applicants must submit copies of constitutions, aims and objectives, membership rules or other governing documents, annual accounts and names of officers.
- 7 The applicant must declare sources of income, assets, or funds held in bank accounts.
- 8 The applicant should submit audited or independently examined accounts for the previous two financial years or, in the case of a newly formed organisation, a detailed budget and business plan.
- 9 The organisation should have a bank account in its own name with two authorised representatives required to sign each cheque.
- 10 Each application will be assessed on its own merits and will be considered at a meeting of the Parish Council.
- 11 In the interests of fairness, the Council will take into account the amount and frequency of previous awards.
- 12 Due account will be taken of the extent to which funding has been sought or secured from other sources or own fund-raising activities.

- 13 The recipient shall acknowledge funding by Widford Parish Council on all related correspondence, items and events.
 - 14 If approved by the Council, the grant will be paid by cheque. It must be acknowledged promptly, stating the amount granted.
 - 15 There shall be no change to the intended use of the grant without the express written permission of the Council.
 - 16 Failure to achieve the specified purpose of the grant, or unauthorised variation, shall require the recipient to return the entire grant funding to the Parish Council.
 - 17 Invoices or documentation must be submitted to the Council as evidence that the grant has been used for the purpose for which it was awarded, together with a feedback report on the benefits or met objectives, within 6-12 months following the award.
 - 18 Where funding is given for an event, the organiser must indemnify the Parish Council against any claim from any party as a result of any incident or accident associated with the said event. Where funding is awarded for any other purpose, the Parish Council cannot be held responsible or liable in any capacity.
- 19 Please note that applications will NOT be considered:**
- from organisations intending to support or oppose any particular political party, or to discriminate on the grounds of race, religion or gender etc
 - from private organisations operating as a business to make a profit or surplus
 - from local groups whose fund raising is sent to their central HQ for redistribution (ie “upward funders”)
 - for projects which benefit individuals
 - for day-to-day running costs and salaries
 - for expenditure which has already been incurred

APPLICATION FORM

Widford Parish Council **Grant Application Form**
Clerk: Colin Marks, 17 Park Lane, Puckeridge SG11 1RL
Email: clerk.widfordpc@gmail.com

Please read the Council's policies and procedures for awarding grants before completing this form. Use a continuation sheet if necessary.

Name of organisation (if a registered charity, please include number):

Name, address and telephone number of contact:

Nature of organisation:

Number of members; % living in Parish:

How does the organisation benefit the community?

Amount of grant sought (max £500):

Purpose of grant:

Total cost of project:

What fund raising has already been undertaken for this project?:

All sources of income:

Current financial status and funds held (*please supply a copy of last two year's audited accounts with this application*):

Please include any other information that you think will help the Parish Council in its decision:

Signed
(State position in organisation)