

# West Hill Parish Council

## GRANTS POLICY

### **Background**

West Hill is a new parish council, gaining its independence in 2017. This means that it now retains control over the contribution to parish council funding, part of council tax, known as the precept.

As a new Council it currently has limited calls on its funds so, in addition to numerous new community generated projects which it hopes to promote and support, it has capacity to provide financial assistance to organisations wishing to undertake other projects and activities which will benefit the community.

In this way the Council hopes to help make West Hill an even better place to live, and to foster community cohesion and quality of life for local residents.

At the discretion of the Council, grants may be awarded to qualifying community organisations which demonstrate a clear need for financial support and contribute towards the aims and objectives of the Council for the local community.

### **Our Vision and Aims**

West Hill is an attractive woodland village. The Council works to promote the economic, social and natural well-being of the village, helping to make it a safe, active, healthy and sustainable community and improving the overall quality of life for local residents.

### **Requirements for Grant Applications**

Organisations applying for a grant must be not-for-profit or have charitable status. Grants will not normally exceed 50% of the cost of the project or defined activity. Grant applications must be made before the start of the project and grants will not be made retrospectively. Only one application relating to an individual purpose or project may be made in any one financial year. Where an organisation has made an application previously, the Council will take into account previous applications and performance if a grant has been made.

Applications for grant sums up to £500 will generally be considered. However, if a larger sum is required for a significant project of material benefit to the village, the applicant(s) must demonstrate exceptional circumstances and additional information and evidence might be required.

The Council expects organisations making grant applications to demonstrate that the project can become financially sustainable, except where assistance is requested in funding a one-off project.

The Council does not generally expect to be asked to support a project or organisation on an ongoing basis. In exceptional circumstances where an organisation or project is considered to be of significant benefit to the community, and cannot be expected to become sustainable, continuing support may be considered. However a separate grant application must be made each year.

The Council may seek a meeting with any applicant to determine the need for support and the expected benefits to the community.

All organisations receiving a grant are required to submit a written report to the Council detailing how the money was spent.

The Council must be credited in any publicity arising from the award of a grant.

### **Process**

1. An invitation for grant applications, requirements for applicants and any relevant deadlines will be publicised through the Council notice boards, the website and other normal channels. The Council will not normally contact organisations to invite applications.
2. The grants budget is set annually as part of the general budget setting process.
3. Applications must be made in the approved format and returned to the Clerk.
4. All applications must be received by the published deadline 1<sup>st</sup> March. Applications received after the deadline will not be considered.
5. The Council will consider valid applications and award grants at their next available meeting (first Tuesday of the month). The applicant(s)/ representative(s) will be invited to attend the Council meeting in order to support their application and respond to any questions.
6. Applicants will need to provide details of the organisation making the application, the project or activity; its aims and purpose; the benefits to the parish; and to demonstrate a clear need for financial assistance.
7. The cost of the project must be stated, supported by third party quotes if appropriate, and the sources of funding explained; the requested grant, other grants, their own resources. Applicants must provide a copy of their previous year's accounts or, for new initiatives, a budget forecast.
8. All applicants will be contacted within one month of the Council's decision, which will be final.
9. Recipients of a grant from the Council will be required to inform the Council of the outcome of their grant-aided work, i.e. a breakdown of the funds spent, how the objectives of the original application were met and how the community is benefitting, no later than twelve months after the grant was awarded.

### **West Hill Parish Council**

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