



Wythall Parish Council

GRANTS POLICY AND APPLICATION FORM (ADOPTED)

Date adopted: 23 January 2020
Next Review date: January 2021
Author: Parish Clerk

Wythall Parish Council
Grants Policy and Application form

1. The Policy

Wythall Parish Council sets aside a percentage of its precept each financial year for grants to local community groups and organisations to support projects that improve or enhance the Parish and are beneficial to the community.

Wythall Parish Council is committed to providing assistance and support to local community groups and organisations which are set up to promote and improve community life for Wythall residents. Applications for grants are assessed against criteria, detailed in this policy, which is annually reviewed.

Wythall Parish Council is committed to following best practice in grant giving in order to provide sustainable funding and support to community groups and organisations, whilst ensuring that public money is spent in a responsible manner.

The Parish Council Grants Policy has four tiers:

- i. **A small grant up to £500.00:** applicants are required to submit paperwork as per the policy and application form. A decision will be made based on the information provided.
- ii. **Grants of £501.00 to £1999.00:** applicants are required to submit paperwork as per the policy and application form and **may** also be invited to give a presentation to the Grants Panel on the project and use of the grant. The panel will have the option to ask additional questions, as required.
- iii. **Large grants £2000.00 - £2999.00:** applicants are required to submit paperwork as per the policy and application form and **will** also be invited to give a presentation to the Grants Panel on the project and use of the grant. The panel will have the option to ask additional questions, as required.
- iv. **Larger grants above £3000.00 – match funding only:** applicants are required to submit paperwork as per the policy and application form and **are required** to show what match funding they have secured towards the project. The applicants **will** also be invited to give a presentation to the Grants Panel on the project and use of the grant. The panel will have the option to ask additional questions, as required.

2. The purpose and aim

Wythall Parish Council's grants policy is based on the principle of promoting the development of partnerships which encourage and enable local community groups and organisations to deliver local projects to the residents of Wythall.

The Parish Council aims to:

- i. Provide funding to projects which enable residents to become involved in activities which improve the quality of life for the community of Wythall.
- ii. Fund projects supporting organisations in the voluntary and community sector to help them become more effective and efficient.
- iii. To support projects which improve or enhance the local environment.
- iv. To support projects which develop the arts, recreation, sports and wellbeing in the Community.

The Parish Council encourages applications for activities that build the capacity of community groups/organisations to support themselves and applications from groups/organisations where match funding has been obtained from elsewhere or where the group/organisation is self funding part of the project through its own fundraising activities.

The Parish Council will not fund projects retrospectively or completed projects and will not fund the day to day maintenance and up keep of a group/organisation.

3. The Process

To be eligible to apply for a Parish Council grant you must be a charity, community group/organisation or local voluntary organisation with a constitution or governing document and dedicated bank account, operating or providing a service to the community in Wythall.

All funding requests must be submitted using the grant application form, attached to this policy. All sections of the form must be completed and the following supporting information appended to the form, please contact us if you have an questions or need assistance:

- 3.1.** A complete set of accounts showing financial viability of the group/organisation.
- 3.2.** Where a set of accounts is not available, in the case of a new project being launched some idea of anticipated costs should be submitted.
- 3.3.** Groups working with young children must provide evidence of proper child protection procedures.
- 3.4.** Copy of the organisation's constitution or governing document.
- 3.5.** Evidence of a well-managed group including previous experience of undertaking such projects or references, in the case of a new project being launched.
- 3.6.** A completed project plan, impact assessment and associated timescales.

4. Criteria and conditions of a grant

The following criteria and conditions are attached to grants awarded by the Parish Council:

- 4.1. Applications must assess the impact of the project and what portion of the community will benefit clearly identifying the expected outcome of the project.
- 4.2. An impact assessment should be carried out at the time of application with a review during the project and a final assessment at the end of the project, should the grant be awarded.
- 4.3. Grants awarded may be subject to ongoing monitoring and subsequent evaluation of the outcome of the project.
- 4.4. Applications will only be accepted for new projects or the development of an existing project which benefits a portion of the community.
- 4.5. Funding will not be provided for a project on a yearly basis.
- 4.6. Applications should identify if funding will be received from additional sources.
- 4.7. Money granted must only be used for the agreed purpose and groups/organisations must submit receipts for any costs with their monitoring form, at review stages.
- 4.8. At completion of the project an evaluation report detailing expenditure against the grant must be submitted to the Council.
- 4.9. Any unused money must be returned to the Council.

- 4.10. Organisations are responsible for ensuring that they are compliant with all applicable legal and statutory requirements (including those relating to health and safety and equalities).
- 4.11. Acknowledgement of the financial support received from the council is required on documentation and any promotional material, including websites and social media.
- 4.12. Only one application per financial year will be accepted from any organisation

5. Timetable for applications

Grants are considered quarterly. The grant scheme and the deadline for applications are widely advertised and are annually reviewed. Application deadlines are:

| Grant Application Deadline | Decision |
|-----------------------------------|--------------------------------|
| 1 January | End of January Council meeting |
| 1 April | End of April Council meeting |
| 1 July | End of July Council meeting |
| 1 October | End of October Council meeting |

If you require guidance and support to complete the form, please contact the Parish Council offices on 01564 823 149 or email the Parish Clerk at clerk@wythall-parish-council.org.uk.

The document is available in larger print, on request.

WYTHALL PARISH COUNCIL GRANTS APPLICATION FORM

Please complete all sections of the application form and attach copies of documents detailed in section 3 of the grants policy.

Section A: About the Organisation

| | |
|---|--|
| Name of Organisation: | |
| Name of person making the application: | |
| Position in the Organisation: | |
| Contact person (if different from above): | |
| Address of Organisation: | |
| Email: | |
| Telephone: | |

What is the purpose of the Organisation?

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| |
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Section B: A Summary of your Project

| | |
|--------------------|--|
| Project name | |
| Project start date | |
| Project end date | |

Describe your project and detail what you intend to do with the grant:

Tell us, what your project is aiming to achieve:

Tell us how the project will benefit the Parish and provide benefit to the local people:

Please include evidence

Tell us about the number of people in Wythall who will directly benefit from your project:

Include how many, the age range of the people who will benefit and if the project targets any hard to reach people in the community (people with disabilities/special needs etc.) If working with children (i.e. anyone under 18 years) or vulnerable adults please append a signed, written statement of your child protection/vetting procedures. Please indicate here whether this includes DBS checks.

How many people will be contributing to the project?

What other similar projects exist in the community?

How will your project work with others?

Section C: The Grant

| | |
|--|---|
| How much are you asking for? | |
| What level of grant are you applying for (delete as appropriate) | <ul style="list-style-type: none"> i. A small grant up to £500.00 ii. A grant between £501.00 and £2000.00 iii. A Large grant above £2000.00 iv. A Larger grant above £3000.00 – match funding only |
| What is the total cost of the project? | |
| Will you be seeking funding from other sources? if so please detail: | |
| Have you applied for a WPC grant previously? If so, please detail: | |
| Does your organisation receive any other funding? If so, please detail: | |
| If the Organisation were to be successful in securing a grant, where should the grant be paid? | |

Please ensure you have completed all sections of the application form and have attached copies all required documents.

Signed.....

Print nameDate

Please return the form to:

Naazlin Somani - Parish Clerk
Wythall Parish Council
Beaudesert Road
Hollywood, B47 5DP

Email: clerk@wythall-parish-council.org.uk

Section D: OFFICE USE ONLY

| | |
|--|-----|
| Date form received | |
| Form received by | |
| Date considered by Finance Committee | |
| Date considered by full Council | |
| Grant awarded | Y/N |
| Notes/comments | |
| Grant review dates | |
| Letter sent to inform of decision & date | |