

West Dean Parish Council Community Grants

Amendment history

Paragraph	Detail	Approval Date
Original	Initial version	

1. Policy

1.1. Under current legislation, West Dean Parish Council (WDPC) is empowered to award grants at its discretion, to organisations who provide advocacy, social, cultural, sporting and other services which increase the well-being of parish residents.

1.2. Grants are made to those organisations who demonstrate a clear need for financial support, and who provide adequate information to enable WDPC to make an informed decision. *Details of how to apply are set out in part 2.*

1.3. The Council's Finance and Staffing Committee may recommend grant awards up to 50% of WDPC's annual grant budget at its spring meeting and the total of the unused budget at its autumn meeting.

1.4. Applications will only be considered from those who meet the applicant criteria (*see part 3*) and who agree to the terms and conditions of the grant (*see part 4*).

1.5. West Dean Parish Council will consider all applications equally on merit.

1.6. Any variance to the grant process or conditions of awards may only be made by a specific resolution of full Council.

2. Process

2.1. The total amount available for grants is released in two tranches over the financial year. Applications are invited for the first tranche in June/July and for the second tranche in October/November.

2.2. WDPC will advertise the precise opening and closing dates for applications in advance on its website: www.westdeanpc.org.uk and on notice boards in the Parish.

2.3. Organisations seeking to make a bid for support should complete WDPC's grant application form and submit it by email or post by the closing date. Application forms are available via the Council's website or from the Clerk (*contact details at the end of this document*).

2.4. After the closing date, applications will be considered by the Finance and Staffing Committee. The Committee's recommendations for awards will be passed to the next meeting of full Council for final approval.

2.5. Applicants will be informed of the outcome in writing. Feedback and/or details of any additional conditions imposed on grants awarded will be provided.

2.6. The names of successful organisations and the amount awarded will be made publicly available via the WDPC website and on notice boards in the Parish.

2.7. Successful grant holders are requested to credit WDPC as set out in the terms and conditions (*see part 4*).

3. Applicant criteria and general guidance on applications.

3.1. Applicants should be local to West Dean Parish or their work should be of significant benefit to the residents of West Dean Parish.

3.2. WDPC will not fund retrospective expenditure.

3.3. Applications will not be considered from organisations whose accounts are not in good order.

3.4. Except in the case of well-established charities, grants will only be awarded for specific projects and not for general administrative support or salaries.

3.5. If requesting grants towards purchasing goods and/or services over the value of £250, applicants must provide a minimum of 2 quotes to be submitted with their application form.

3.6. If applicants are applying for a grant to carry out work to property, *e.g.*, repairs to a community hall or fencing an area of land, they must either own the property in question, or be able to prove that they have permission of the owner of the property to carry out the work. Documentary evidence should be submitted with the application form.

3.7. If works to property require planning permission, any grant award will be conditional on the award holder providing evidence that planning permission has been received before the monies are released.

3.8. Applicants may apply more than once in a financial year, however the history of previous applications will be considered in the decision making process. The provision of one grant does not set a precedent for following grants, but nor does it preclude further grants.

3.9. Preference is for the grant budget to be spread as widely as possible, so a large capital project which may consume a large part of the funding available, may be less likely to be approved. Organisations within the Parish which anticipate a requirement for large awards are advised to make a separate application to WDPC for a specific budget application. This application should be submitted by the September preceding the financial year in which the funds will be required.

3.10. Preference is for applicants to demonstrate that they have sought funding from other providers if they have been awarded grants from WDPC before.

4. Terms and Conditions

4.1. WDPC reserves the right to award a proportion of the total sum requested. Applicants are asked to indicate on the application form whether the project would be viable if part funding only were offered.

4.2. WDPC reserves the right to impose additional conditions on the granting of an award if considered necessary.

4.3. WDPC is publicly accountable for the funds it spends. Therefore it reserves the right to request a copy of invoices and/or other documentation as evidence that the expenditure has been incurred or is planned. Written permission must be obtained if there is any change to the use of funds.

4.4. WDPC reserves the right to recover the grant and/or moveable equipment purchased with grant monies if the awarded organisation ceases to exist, if the grant is not used for the purposes specified, or if the conditions of the grant are not complied with.

4.5. Grant award holders are requested to provide WDPC with a photograph and a short piece of text about their organisation for use in the Council's publicity. WDPC also requests that award holders credit its support where appropriate, for example on the organisation's website or newsletter. This enables WDPC to raise local awareness of community grants and also enables WDPC to promote the local organisations it supports.

To submit an application, or if you have any queries about our grants or the application form, please use the contact below:

**Dave Kent
Parish Clerk
West Dean Parish Council
West Dean Centre
Bream
GL15 6JW**

**Telephone: 01594 564484
Email: admin@westdeanpc.org.uk**