

GREAT WALTHAM PARISH COUNCIL

Grants Policy

Version 3

This policy document should be reviewed and updated as necessary.

Version	Review Date	Reviewed By	Summary of Changes
1	July 2015		Existing document.
2	December 2021	S. Gilbert	Format changes.
3	March 2022	A. Martin	Removal of references to loans. Minor changes to ensure typographical consistency.

Grant Awarding Policy

This information is provided as guidance in order that the grant awarding procedures of Great Waltham Parish Council are open and fair and that all applications are handled in the same manner.

Who is eligible to apply?

In support of the Great Waltham Parish Council's Statement of Intent to Community Engagement the Parish Council sets out its policy regarding the matter of making grants to benefit, foster, promote and stimulate community interaction.

Grants will be available to non-profit making groups only. Applications are invited from community groups, residents' groups and voluntary organisations within the parish of Great Waltham. (Consideration will be given to groups from outside of the parish if significant benefit to residents of the parish can be demonstrated.)

What can be funded?

Grants will be considered for any purpose which, in the Great Waltham Parish Council's opinion, is in the interests of, or will directly benefit the area or some or all of its residents. No grant will be awarded for the sole benefit of any individual or for any private business project.

Awards will not be made to:

- Commercial enterprises set up to generate profit.
- Those supporting party political issues or supporting or opposing a political party.
- Health, education or welfare organisations whose services should be provided by statutory funding.
- Individuals.

The Parish Council reserves the right to request copies of the organisations audited accounts or in the case of a charity their annual return.

Grant applicants may, if they wish, address the meeting at which their grant is considered. For further details please contact the Parish Council Clerk.

If successful in obtaining a grant the sum must be paid into the organisation's bank account and may not be payable to any individual.

How much can be applied for?

Applicants should be aware that the total figure available to cover all grants awarded in the current financial year is £2,000. (This figure is reviewed annually.)

When should the application be made?

There is no deadline, grant applications may be submitted at any time.

How should the application be made?

Application forms are available from the parish clerk or may be downloaded from the Parish Council website, <https://e-voice.org.uk/greatwalthamparish/> Completed forms and supporting information should be submitted to the clerk's office at the address below.

What happens next?

1. The Parish Council's Finance Committee will consider each application having regard to the following:
 - the eligibility of the application;
 - the purpose for which the grant is requested;
 - how the grant will benefit the residents of Great Waltham Parish;
 - whether the benefit to be gained is commensurate with the cost;
 - consideration of the supporting information, including accounts and how the organisation is run and
 - the history of any previous applications.

Further information may be requested.

2. The Finance Committee will make a recommendation to full council which will make the final decision. The awarding of any grant is at the absolute discretion of Great Waltham Parish Council.
3. Once the decision has been made, the clerk will write to the applicant informing them of the decision and the amount allocated to them if applicable.
4. Evidence may be required of how any grant has been utilised. (If the grant is put to any purpose other than for which it was awarded, without the prior approval of the Parish Council, the recipient organisation or group will be required to repay the grant to the Great Waltham Parish Council).

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- For applications for less than £100 the full application can be by-passed, and such applications will be dealt with on an ad-hoc basis by the Full Council at a monthly meeting.
 - The Parish Council will not give grants to political or organisations considered to be of a campaigning nature, or to discriminate on the grounds of race, gender or religion.
 - Grants will not be awarded on a retrospective basis but only for future funding requirements.
 - In making any grant the Parish Council would wish the grantor to acknowledge the Parish Council's involvement on publicity and printed material.
 - Grant application forms are available from the parish clerk at:

The Parish Office, Great Waltham Village Hall (Houlton Hall), South Street, Great Waltham, Essex CM3 1DF. E Mail: clerk@greatwalthamparishcouncil.co.uk