

# 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.
4	February 2025	A McDevitt	Changes to explicate the preferred application process Add title for further notes. Replace term 'grantor' with 'grantee' (meaning).

# **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. Normally the Parish Council's Finance and General Purposes (F&GP) Committee will consider each application and make a recommendation to the Parish Council unless approval is needed before the next F&GP Committee meeting, in which case the Clerk may forward the application directly to the Parish Council to be considered at its next possible meeting. If a decision is needed at very short notice, then the Clerk may exceptionally refer the matter to the Chair to call an extraordinary meeting of the Council in accordance with standing orders.
2. Each application will always be considered 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.

3. Great Waltham Parish Council will make the final decision and, at its sole and absolute discretion, a grant may be awarded to the applicant.
4. 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.
5. 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).

## **Further notes on grant applications and awards**

- 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 the event of a reasonable change in proposed cost, which is outside the control of the applicant and occurs after an application is submitted, but before a grant is awarded, then the applicant shall submit a notice of the changes to the Parish Council with an explanation of the change and reasons for them. Then, at its sole and absolute discretion, the Parish Council may amend an award accordingly. An award may not be changed once it is agreed and recorded by the Parish Council.
- In making any grant the Parish Council would wish the grantee to acknowledge the Parish Council's involvement on publicity and printed material.
- Grant application forms are available from the parish clerk at:

Parish Office, The Pavilion, Great Waltham Recreation Ground, South Street,  
Great Waltham, Chelmsford, Essex, CM3 1DF.  
E Mail: [clerk@greatwalthamparishcouncil.co.uk](mailto:clerk@greatwalthamparishcouncil.co.uk)