

## **WEST CREWKERNE PARISH COUNCIL**

**Incorporating Clapton, Hewish, Woolminstone, Roundham, Henley Manor**

### **GRANT-AWARDING POLICY**

#### **Objective**

The Parish Council wishes to support activities and causes which benefit the parish of West Crewkerne. A grant is any payment made by the Parish Council for the specific purpose for which it is claimed and for the well-being of the community.

#### **Eligibility**

Any grant made by the Parish Council must directly benefit some or all of the residents of the parish of West Crewkerne. Applicants must set out how the community in West Crewkerne will benefit from the work funded by any grant. This is particularly important where an application is made by an organisation working regionally or nationally.

The following criteria must be met for a group to be considered for a grant:-

- The group must be a charity, voluntary or community organisation;
- The group must be able to demonstrate that any funding from the Parish Council will directly benefit the residents of West Crewkerne;
- The group must be formally constituted and have a management committee made up of volunteers.

Individuals, businesses, or political parties are **not** eligible for grant funding.

#### **Conditions**

- Multiple applications within a 12-month period will not normally be considered; although the only real limit is remaining funds.
- The Parish Council reserves the right to reclaim any grant not being used for the purpose specified on the application form. The Parish Clerk will, therefore, be allowed to verify that the monies have been spent accordingly;
- Proper evidence of actual or estimated expenditure must be supplied to the Parish Council prior to the payment of any grant. If the Parish Council is not satisfied with the arrangements, it reserves the right to request a refund of monies awarded;
- Grants cannot be awarded after the relevant project or event has been completed;
- An acknowledgement on receipt of the grant cheque is required

The following requests will not be considered:

- Support for projects outside of West Crewkerne Parish

- Core funding for projects (e.g. day to day running costs)
- General appeals from national charities
- Financial support for an individual or family
- Support for visits or charities outside the parish
- Support for minibus or transport appeals or car parks
- General advertising
- Political, lobby, pressure and campaigning groups or trade union activities
- Appeals intended to promote a particular political or denominational affiliation
- Medical research
- Projects for which organisations have any statutory duty

### **Application Process**

- Applications should be made by completing the Grant Awarding Application Form.
- Applications must be accompanied by a copy of the organisation’s most recent accounts, and its latest bank statement.
- An organisation which has not previously applied to the Parish Council must submit a copy of its constitution.
- Applications are accepted at any time of the year, but previous knowledge on on-going annual grant requests should be made by to the setting of the annual precept.
- Applicants must set out any other funding they have been awarded or have applied for. Where the Parish Council is being asked to be the sole funder the applicant must explain the reason for this.
- Applicants are usually informed within two weeks of the meeting.
- Grant recipients must submit a report after 31 March showing how the funding has been used. Grant recipients are encouraged to attend the Annual Parish Meeting (normally May) and mount a display or make a presentation.

### **Promotion**

The Parish Council will ask for recognition from successful groups in the form of the promotion of the Parish Council in the organisation’s newsletter or any press release. The Parish Council will also recognise successful groups in its own reports to parishioners.

Reviewed and adopted by West Crewkerne Parish Council on: 23rd May 2024 - Minute No: 217

Signed: ..... Chair