

Whittingham Parish Council

Guidance for Grants / Donations

GRANTS POLICY

Whittingham Parish Council, herein referred to as the Parish Council is committed to ensuring that its finances are spent responsibly whilst ensuring value for money for local taxpayers.

The Parish Council will consider awarding grants or donations which in their opinion is in the interests of, and will bring direct benefit to

- their area or any part of it
- all or some of its inhabitants

Examples could include

- Providing the opportunity for residents to take part in projects and activities
- Enhancing the quality of life of the residents of the Parish
- Improving the surroundings and environment
- Promoting or representing the Parish in a positive way

GENERAL GRANT CONDITIONS

1. Grant awards are funded directly from the Parish Precept and eligible applicants must **not** be a 'profit making' body. Applicants may be required to submit a statement of accounts to allow Members to assess the financial need of the sponsorship / donation.
2. An application or supporting letter must be submitted to the Parish Council clearly stating how much grant is requested, how it will be spent and how it will be of benefit to the local community.
3. Confirmation of the approval and the amount of grant awarded will be given in writing to the applicant by the Parish Clerk. No grant activity should be undertaken before the approval is given. The grant can only be used for the purpose stated. The Parish Council reserves the right to reclaim the grant if the planned event does not go ahead or the grant is not used for the specified purpose.
4. Acknowledgement of the financial support received from the Parish Council is required on documentation and any promotional material and where practical, a plaque should be displayed on any asset.
5. Payment will only be made by the Parish Council following the production of a written demand, invoice or receipt that relates to grant activities undertaken and approved by the Parish Council.
6. A representative from the organisation is required to attend the Annual Parish Meeting in May to explain how the funds have been used and how the organisation has benefitted. The organisation is also encouraged to host a community event to increase awareness of the organisation.

This Policy was last updated on the 8th June 2023 - MIN 23/24.30

GRANT PROCESS

To ensure a consistent approach is applied to all requests for grants, applications will be considered using the following criteria:-

- The number of **parishioners** likely to benefit, or whether a specific category of residents would receive a specific benefit (eg children, the elderly, etc.)
- The Parish Council will not fund events or activities which can be funded by the relevant participants or which can or will be self supporting by means of donations, or grants from other organisations etc.
- Grants will not be permitted to exceed 20% of the total budget allocation.