



West Dean Parish Council Community Grants

Created 27th July 2022

1. Policy

1.1. West Dean Parish Council (WDPC) offers grants at its discretion to organisations which 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.

1.7. Grants will not be provided for activities which are part of statutory obligations.

1.8. Applicants must demonstrate that they observe equalities procedures and practices. An equal opportunities policy document must be included with the application form. WDPC can provide a basic policy document for your organisation to adopt.

1.9. West Dean Parish Council may follow the progress of the project after any award is made and may require the successful applicant to provide relevant information.

1.10. In exceptional circumstances, when an emergency occurs which could not have been foreseen, a request may be made, out of the WDPC grant awarding annual cycle, for urgent funding. In these cases, the grant form should be completed with covering explanatory information and the case for the emergency funding supported by 2 Parish Councillors. (This does not imply that the application will be successful)

2. Process

2.1 Applications must be complete, contain all required additional information, and be received in the parish office by the advertised date and time. There will be no exceptions to this. Applications which do not conform to these requirements will be rejected.

2.1. Applicants are strongly advised to seek pre-application advice from the Clerk to avoid unnecessary mistakes in the application form.

2.2 The total amount available for grants is released in two tranches over the financial year. Applications are invited for the **first tranche in May** and for the **second tranche in September**.

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

2.4. 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. *This closing date will be strictly observed.* Application forms are available via the Council's website or from the Clerk (*contact details at the end of this document*).

a) WDPC may also consider the purchase of goods or services on behalf of the applicant rather than the allocation of funding, this may be in part or full payment.

2.5. After the closing date, applications, including emergency 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.

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

2.7. The names of successful organisations and the amount awarded will be made publicly available via the WDPC website, Face Book page, and on notice boards in the Parish.

2.8. 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.

Applicants from outside the West Dean Parish Council area or where a significant number of people from beyond the Parish area will benefit from the project must demonstrate that grant funding applications have been made to other public grant awarding bodies.

A box is provided on the form for applicants to tick when the relevant items have been properly completed. If a box remains unticked or is wrongly ticked, the application will be referred to the applicant or rejected.

3.2. WDPC will not fund

- Retrospective expenditure
- Commercial Organisations
- Private membership-based sports clubs and facilities unless membership is open to the public without undue restriction (See item 3.14 below)
- Projects that only benefit one person
- Personal benefit
- Funding core costs in organisations (for example running/administration costs, building/rental costs, staff wages). Grants may be awarded to fund some self-employed activities, for example performance or commission fees, consultancy, or other casual employment costs. It must be clearly explained in the application as to why this is necessary.
- External (National) charities with no local connection
- Gaining or obtaining or financing a loan

3.3. Applications will not be considered from organisations whose accounts are not in good order or up to date. If the organisation has subsidiary or related bank accounts, these accounts must also be presented with the grant application form.

3.4. Generally, grants will be awarded for capital and project expenditure, but applications for revenue expenditure may be considered. Grants for revenue expenditure will not imply any future grant award.

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. If there is a good reason, why this cannot be done (for example a sole provider) an explanation must be provided on the 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 supply information with the application confirming permission of the owner of the property to carry out the work.

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, but 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. Evidence of applications to other grant awarding organisations should generally be provided, and, **in the case of an application which is based outside the WDPC area, or which will provide benefits for many people who are not residents of the WDPC, must be provided.**

3.11. Grants will not be awarded to organisations which hold significant unrestricted funds.

3.12. Applicants are strongly advised to complete each tick box to confirm that the item is properly completed, and any required documentation is attached. This is a guide to assist the applicant in completing the form but does not imply that the item has been correctly addressed.

3.13. Multiple applications from the same organisation but in different names or subsidiaries will not be accepted.

3.14. Evidence that the organisation has an open membership policy must be provided. Organisations whose membership criteria do not comply with equal opportunities policies will not be considered for awards. The constitution or membership policy document must be included with the grant application form.

3.15. Supporting documents, including copies of the most recent accounts, and where necessary quotations or confirmation of rights to carry out works, must be supplied.

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. Grants must be fully committed within 12 months of the award.

4.4. Applicants must comply with Council monitoring procedures.

4.5 WDPC reserves the right to reclaim moneys paid where there have been breaches of any of these regulations.

4.6. WDPC 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.

4.7. 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.

4.8. 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 enables WDPC to promote the local organisations it supports.

4.9. All grant awards will be made by bank transfer, and organisations applying must therefore provide bank details. Applicants must confirm that they have a bank account with at least two unrelated signatories OR have the support of a constituted organisation which has agreed to be its banker.

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

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

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