

# Woodchester Parish Council

## **GRANT AWARDING POLICY**

**Contact Details:**

Ann Bijkerk

Parish Clerk

'Hillside',

Manor Drive,

Woodchester,

Stroud,

Gloucestershire

GL5 5NU

Telephone 01453 873456

Email [clerk@woodchesterparish.org.uk](mailto:clerk@woodchesterparish.org.uk)

**1. Introduction**

- (a) The Parish Council will earmark a certain sum each year for grants.
- (b) The sum to be allocated will depend on the state of the Parish Council's finances and existing demands on the budget.
- (c) The sum will agreed annually and set by the Finance committee at its meeting in January of each year.
- (d) Grant applications will only be considered which are deemed to be of direct benefit to parishioners as opposed to the wider community.
- (e) Applications will only be granted once a year and advertised in the Woodchester Word and on the website.
- (f) All applications submitted by the 31<sup>st</sup> May to be considered by the Finance Committee and ratified by the full Parish Council at its next succeeding meeting.
- (g) If no suitable awards are granted in any one financial year, the sum allocated will be carried over to the following year.
- (h) Grant payments so agreed to be made as soon as possible after the Parish Council meeting and sent to the named contact on the application form.
- (i) Successful Applicant(s) to supply the Parish council with updates on how the grant has been used twelve months after receipt.

**2. Conditions:**

- (a) Grants will not be awarded to individuals.
- (b) Additional applications within a 12 month period will not normally be considered.
- (c) The award must be used for the purpose for which the application was made.
- (d) If the group is unable to use the award for the stated purpose, all monies must be returned to the Parish Council.
- (e) All awards must be properly accounted for and evidence of expenditure should be supplied as requested. If the Parish Council is not satisfied with the arrangements, they reserve the right to request a refund of monies awarded.
- (f) Donations to Registered Charities in response to a general fundraising appeal may be considered if there is a benefit to residents of the Parish.
- (f) On completion of a project a letter of thanks should be sent to the Council and if possible, an acknowledgement of the Parish Council's contribution should be made.
- (h)The policy may be amended at any time by Council following a motion having been published on the agenda beforehand being carried.

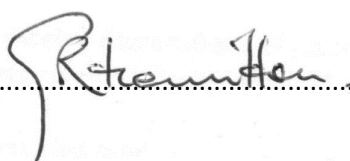
**3. Eligibility:**

- a. Any Charity, Voluntary Group or Community Organisation operating within the parish.
- b. Agencies that operate within the Parish and are of direct benefit to the local community, with the following provisos:
  - i. The Parish Council will not fund activities that it considers to be the responsibility of a Statutory Authority.
  - ii. The Parish Council will not fund activities outside its powers and functions.

**4. Submission of Applications:**

Applications must be submitted by 31<sup>st</sup> May.

**Adopted by Woodchester Parish Council on 6<sup>th</sup> September 2018, item 2018/106**

Chairman.....

Clerk.....

**Woodchester Parish Council**  
**Grant Application Form**

**1. Your organisation**

Name of Organisation: .....

Address:.....

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Post Code: .....

Description of your organisation's activities. Please list your aims and objectives.

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**2. Contact Details**

Name of contact: .....

Position: .....

Address for correspondence (if different from above):

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.....Post Code: .....

Tel:.....

Email: .....

**3. Bank details for payment of grant by cheque if successful**

Account name.....

4. Have you made any grant application to any other body for grant aid for this project? Yes/No. If yes please give details:

Name of organisation applied to	Amount applied for	Date of Application	Amount Received

If you have received any other sources of funding in the past year, not specified above, please give details:

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**5. Your Application**

a) Brief description of project or scheme for which grant is intended

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b) Who will benefit from the proposed project or scheme and how many of these are Woodchester residents?

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c) Total cost of project or scheme: £..... d) How much are you applying for? £.....

Please give an itemised breakdown of the expenditure for which this money which is being applied for. Please include evidence of the likely cost of all items of expenditure where possible.

ITEM	COST
<b>TOTAL</b>	

**6. Additional Information**

Are there any other comments you wish to make to support this application? Please give this information below, or attach a separate sheet:

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Signed:.....

Date: .....

Please return to Ann Bijkerk, Woodchester Parish Council, 'Hillside', Manor Drive, Woodchester, Stroud, Gloucestershire GL5 5NU by 31<sup>st</sup> May.

If you have any queries, please contact the Parish Clerk on 01453 873456 or email clerk@woodchesterparish.org.uk.