



WITHYHAM PARISH COUNCIL
POLICY FOR AWARDING GRANTS (2024-25 BUDGET)

Withyham Parish Council values the work of local voluntary groups and organisations. The Council will consider applications for financial assistance to groups and organisations which contribute to the welfare of the community within the Parish by improving or supporting the activities/facilities. Applicants must be able to demonstrate a clear need for financial support. The Parish Council will not normally provide grants to plug perceived gaps in the provision of community services that are the responsibility of other Authorities.

Withyham Parish Council's Finance Committee or Council will be considering grant applications through the year.

Grants do not exceed £2,000 to any one particular organisation unless there are exceptional circumstances.

Guidelines for all grants

1. An overall limit for the annual provision of grant aid will be determined as part of the budget setting process. This amount varies from year to year and will be fixed at Precept, in January prior to the financial year in which the grants are awarded.
2. Withyham Parish Council envisages the majority of the grant aid being allocated at the earlier grants rounds but will consider applications requiring funds later in the financial year subject to funds remaining available.
3. Applicants must complete a grant application and return it, together with the required financial information, to Withyham Parish Council in good time for the decision meetings – the Clerk can provide details of these dates
4. Applicants should apply to the same year in which their activity is happening or capital items will be bought. The March Finance Committee will be the first meeting for activity in the following financial year
5. In all cases grants awarded will be paid in the 2024/25 financial year and cannot be for more than one year's funding.
6. Grants cannot be made retrospectively. This means that support cannot be given for activities, goods or services that have already taken place, been bought or been ordered before a decision can be made on the application by Finance Committee.
7. Applications for services or goods should be accompanied by relevant quotes (minimum of 2, preferably 3)
8. Withyham Parish Council grants will not fund maintenance and projects that should be in receipt of statutory funding.
9. Churches may apply for church property, maintenance and churchyards that are open for burials (*NALC Legal Topic Note L02-23*)
10. Withyham Parish Council would not normally grant awards to the same applicant more than once in a financial year, however further applications may be considered in exceptional circumstances



11. In considering applications, Withyham Parish Council will be sympathetic to applicants who have sought match funding from other sources or to those who are unable to do so
12. Applicants will provide details of the project/activity and the number of parish residents expected to benefit.
13. Where beneficiaries of the grant would be from other parishes also, WPC would expect the level of funding requested to be proportional to the proportion of beneficiaries from our parish.
14. As Withyham Parish Council's Parish Plan outlines key objectives that drive the work of the Council we ask how funding would help meet at least one of the objectives in our Parish Plan
15. Where the project or applicant organisation includes work with young people we request a copy of the recipient's child protection policy.
16. At the end of the activity for which money has been granted, recipients must provide a report of how the money has been spent and any unspent money must be returned to Withyham Parish Council. If evaluation is not provided to Withyham Parish Council then the group or organisation will not be able to apply for future funding.
17. As a condition of receiving a grant, recipients will be required to acknowledge the Parish Council's support in publicity material.
18. Withyham Parish Council might choose to offer a grant of a lower amount to that requested, particularly where there is a pressure on funds available.
19. Where a grant exceeds £1,999 the Parish Council is required by statute to obtain evidence from the Grantee that the grant has been spent in accordance with the description of the project given at the time of the application.
20. Withyham Parish Council can consider revoking a grant where it is not spent in the manner applied for or conditions are not met.

Additional Guidelines

- i. You will be required to attend a meeting (this may be via Zoom) to speak to the Committee and answer any questions. The Clerk will contact you to confirm.
- ii. This is a rolling programme so please submit your application and supporting documentation and it will be taken to the next available decision meeting.
- iii. In the event of delayed or missing supporting documentation, the Committee's consideration of the application may be affected

Supporting documentation required with all applications

- A. Audited accounts
- B. Copy of most recent Bank Statement
- C. Relevant quotes for applications for services or goods (minimum of 2, preferably 3)
- D. Child Protection Policy where required (see 12 under Guidelines above)

Last updated January 2024