



## **Woodhall Spa Parish Council Community Grant Policy.**

Woodhall Spa Parish Council (WSPC) is committed to supporting voluntary organisations and community groups that support life in our community. To facilitate this WSPC allocates a sum of money annually to this grant scheme to which organisations can apply.

The funds for this grant scheme come from general powers granted to local authorities under Section 137 of the Local Government Act 1972 enabling local councils to spend a limited amount of money for purposes for which they have no other specific statutory expenditure. The basic power is for a local council to spend money subject to the statutory limit on purposes for the direct benefit of its area, or part of its area, or all or some of its inhabitants.

Organisations wanting to apply for a grant must fulfil the criteria set out below.

### **1. Who can apply?**

The Parish Council awards grants to non-profit or charitable organisations which can demonstrate a clear need for financial support to achieve an objective which will benefit the Parish.

Applicants can be from voluntary organisations, community groups and sports/recreational clubs. All must be of a non-commercial nature have a constitution have a set of rules or documented aims and objectives have a bank account with at least two signatures.

**Any potential applicant not able to meet any of the criteria set out in 1 above will not be automatically excluded from applying and should contact the Parish Clerk to discuss their application.**

## **2. How can the grants be used and how are they awarded?**

The Parish Council may award grants, at its absolute discretion, to achieve an objective which will benefit the Parish by:

- providing a service
- enhancing the quality of life
- improving recreation or sports facilities
- improving the environment
- helping to improve knowledge of the history of Woodhall Spa
- promoting the Parish of Woodhall Spa in a positive way.

This list is not exhaustive and interested groups must show how and whom their grant application will benefit within the parish.

All applications are considered on their individual merits and awarded in accordance with the benefits the Council considers the funding will provide to the local community.

## **3. How and when should an application be made?**

All applications should be submitted to the PC on the Parish Council's formal 'Grant Application Form 'which is available to download from the Parish Council's website or can be obtained from the Clerk.

All grant applications must be received at least 8 weeks and no less than 4 weeks before the grant is required and will be considered at a Facilities Committee meeting at the earliest opportunity. It is essential that the information provided on the application form is as detailed as possible, however, should further information be required before the application is considered, the PC will contact the named applicant.

## **5. What information will be required to support the application?**

A copy of the organisation's latest accounts and bank statements.

Supporting evidence of the cost of the project (e.g., invoices or estimates).

A copy of the minutes (if applicable) at which it was agreed to apply for grant aid.

A copy of the organisation's constitution, or rules or statement of aims and objectives.

Any other information that the organisation feels will support the application or asked for by WSPC.

Where a local group is not formally constituted, they must provide evidence to show that what they are attempting to achieve with the grant fulfils any of the aims set out in 2 above.

## **6. What/whom will not be funded?**

### **Individuals**

Applications which do not substantially benefit the local community

Organisations or activities which are primarily commercial in nature

Organisations which have a closed or restricted membership

Organisations that are the responsibility of another public body/agency.

(However, some form of matched/joint funding may be considered.)

Religious or political activities unless unrestricted community benefit can be demonstrated

### **Loan repayments**

Retrospective applications where the activity or project has already been carried out

## **6. What are the conditions of a grant awarded by WSPC.**

The grant can only be used for the purposes stated in the application and WSPC reserves the right to reclaim any grant not being used for the specified purpose of the application.

If the organisation requires a change of the purpose of the grant, WSPC's (via the PC) prior approval must be obtained. The organisation is responsible for ensuring the grant is used for the purpose for which it is granted. Organisations are responsible for ensuring that they follow all legal and statutory requirements. Should for any reason the organisation disband during the period of the grant WSPC may ask for all or part of the grant to be paid back.

Recognition of the grant from WSPC must be made in any publicity, including Social Media, websites, leaflets, or banners.

## **7. How much can be applied for?**

Grants can be as little as £20 up to a limit of £1500, although the higher the amount the more supporting information will be required (see 5 above).

Organisations may only make one application per year.

More than one project may be included within each grant application.

Non-compliance with any of these conditions could result in the grant being withdrawn or repaid and future grant applications refused.

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