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## Grants Policy

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**Purpose:** To provide a framework for awarding discretionary grants to support projects, services and activities that deliver clear community benefits to the residents of Woodmancote. Grants are awarded under the Council's statutory powers primarily The General Power of Competence.

Adopted: 10<sup>th</sup> March 2026

Minute Reference: 157 iv)

Review: March 2028

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### Introduction

Woodmancote Parish Council recognises the vital contribution of voluntary, charitable, and community organisations in promoting well-being, inclusion, environmental sustainability and civic pride. The Council aims to promote Woodmancote as a vibrant and active community by supporting initiatives that enhance the community.

### Annual Grants Programme

Woodmancote Parish Council allocates an annual grants budget which will be awarded each March (after May 2026 which is first award following adoption of this policy).

Grants are one-off awards and do not create on-going commitments. Multiple applicants are permitted, although restricted to one per year. Each application will be evaluated on its own merits, although priority may be given to an organisation that has not previously be afforded an award.

### Who can apply

Eligible applicants include:

- Charitable organisations
- Voluntary and community groups
- Social enterprises and CICs
- Not for profit organisations
- Local businesses delivering a defined community benefit

Please note: Individuals are NOT eligible.

### What the Council WILL fund

Projects must:

- Deliver a direct benefit to the residents of Woodmancote
- Be clearly defined, time limited and achievable
- Demonstrate value for money and responsible use of public funds

### What the Council will NOT fund

- Retrospective funding for activities already delivered
- Projects that are the statutory responsibility of another authority
- Applications from organisations with outstanding debts to the Council
- General running costs unless clearly linked to a specific project
- Activities that do not directly benefit the residents of Woodmancote

### Application Process

Applications **must**

- be submitted at least 14 days before the relevant Council meeting

- use the Council's official Grants Application Form
- include all the required supporting documents including – governing documentation eg constitution), equality policy, safeguarding policy (if applicable), latest annual accounts, business plan, budget and public liability insurance.

### **Decision Making and Awarding**

Decisions are made by Full Council and applicants are encouraged to attend the relevant meeting. All awards are made by BACS into the organisations bank account.

### **Monitoring, Evaluation and Reporting**

To ensure accountability and transparency

All grant recipients MUST

- provide updates on how funds were used (for grants of over £1,999 evidence of expenditure is required)
- unspent funds must be returned within 6 months of the project end date
- a grant feedback form must be submitted within 12 months or at project completion, whichever is the sooner.
- Acknowledge the Council's support in publicity materials

The Council will

- publish an annual summary of grants awarded

### **Data Protection**

Personal data will be processed in accordance with UK GDPR, Data Protection Act 2018 and the Council's Privacy Notice and Retention policy.

### **Review**

This policy will be reviewed every two years or sooner if legislation, best practice or Council priorities change.

## Woodmancote Parish Council

### Grant Application Form

<b>Organisation</b>	<b>Person responsible for Financial Administration</b>
Name	Name
Charity number (if applicable)	Telephone number
Year of Formation	Email address
Current membership	Postal address
Bank account name: Bank account number: Sort code:	

#### **Purpose of grant application**

Explain the purpose of the grant application and how this will benefit Woodmancote (including the way in which the project will be totally funded).

Total cost of project	Start and end dates of the project
Amount of grant sought from WPC	Details of applications to other sources

Use separate sheet if necessary.

<b>Declaration</b>	
<p>I hereby certify that to the best of my knowledge and belief that the above information is correct.</p> <p>I confirm that I will submit updates to the Council informing how the grant was used to improve Lancing, when requested.</p> <p>The following documents have been submitted with this application:</p> <ul style="list-style-type: none"> <li><input type="checkbox"/> Governing document</li> <li><input type="checkbox"/> Equity/Equality/Equal Opportunities Policy</li> <li><input type="checkbox"/> Safeguarding Policy (if appropriate)</li> <li><input type="checkbox"/> Latest financial statement</li> <li><input type="checkbox"/> Public Liability Insurance certificate</li> </ul>	
<b>Signed</b>	<b>Date</b>

**Privacy Notice:** Woodmancote Parish Council cares to ensure the security of personal data. This is done through appropriate technical measures and relevant policies. Data is kept for the purpose it was collected for and only for as long as is necessary. Information on this form may be shared amongst Parish Council employees and members. (See our Privacy Notice & Retention Policy for further information).

## Woodmancote Parish Council

### Grant Feedback Form

Successful grant applicants will be required to submit this form at the end of your project or within 12 months of the grant issue date.

<b>Organisation details</b>	<b>Grant details</b>
Name of organisation	Amount requested
Name of contact	Amount received
Phone number	Start date
Email address	End date

<b>Project details</b>
How was the grant spent?
Was the project successful? Give a summary of the project outcome.

What impact has the project had on people involved/the local community?

Was the full grant amount spent? If no, give details of the amount left, what it will be spent on or whether it is to be returned.

Use separate sheet if necessary.

**Feedback**

Is there any other feedback you wish to give us?

**Declaration**

I hereby certify that to the best of my knowledge and belief that the above information is correct.

I understand that a request may be made for additional information at any stage of the application process and during project delivery.

I agree to the Council using information on this form when publishing information on grants awarded including updates.

**Signed**

**Date**

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