

GRANT AWARDING POLICY

1. Introduction

1.1 Woodmancote Parish Council welcomes and values the work of local voluntary groups and organisations. The council has a policy for making grants to groups and organisations which contribute to the welfare of the community by improving or supporting facilities and/or activities. Applicants must be able to demonstrate a clear need for financial support.

2. Guidelines

2.1 An overall limit for the annual provision of grant aid will be determined as part of the budget setting process, and applications will be assessed at monthly meetings.

2.2 Applicants requesting £500 or more must complete a grant application and return it, together with the required financial information.

2.3 Grants awarded at the Council meeting will be paid at the following meeting.

2.4 Grants will not routinely exceed 50% of the cost of the project or activity.

2.5 Applicants will provide details of the project/activity and the number of Woodmancote residents expected to benefit.

2.6 Organisations must provide a report of how the money has been spent. Any unspent money must be returned to the council.

2.7 As a condition of receiving a grant, organisations will be required to acknowledge the council's support in publicity material.

2.8 The council will not normally support commercial organisations, major charities, bodies considered to be self-funded or provided for by other authorities.

2.9 The council reserves the right to refuse any grant application, or offer an alternate amount to that originally requested.

3. Grant conditions

3.1 The grant can only be used for the purpose stated in the application and the Council reserves the right to reclaim any grant not being used for the specified purpose of the application. However, if a group wishes to change the purpose of the grant they must seek approval by writing to the Council who will consider whether or not to approve the change.

3.2 Applications for projects where the work has already been completed will not be considered.

- 3.3 We will not support grants for the repayment of loans or cost of services, equipment or provisions in anticipation of a grant.
- 3.4 Small grants must be spent within 1 year of award. Any unspent monies left after this time must be returned.
- 3.5 Organisations are responsible for ensuring that they are in compliance with all applicable legal and statutory requirements (including those relating to health and safety and equalities).
- 3.6 Should for any reason the organisation disband or the project is not completed the Council may ask for all or part of the monies to be paid back.
- 3.7 Acknowledgement of the financial support received from the Council is required on documentation and any promotional material, including websites.
- 3.8 In order to receive payment organisations/groups must have a bank account into which grants can be paid; payments will not be made to private individuals.
- 3.9 Only one application per year will be accepted from any organisation.

Woodmancote Parish Council will decide which of the above conditions to apply to each grant awarded. Additional grant conditions may also be attached to any funding from Woodmancote Parish Council. Conditions will be set out in an award confirmation letter. Failure to comply with any conditions attached to a grant may result in the grant being repaid or affect future grant assistance.