

WESTBURY SUB MENDIP PARISH COUNCIL GRANTS AWARDING POLICY

Introduction

The Parish Council welcomes grant applications from village organisations, and organisations that provide some benefit to the local community.

Please note the invitation (at the end of the application form below) to provide supporting information on a separate page if this is more convenient than putting all the information onto the application form.

Please return application forms to the Clerk.

If you have any questions or need advice please contact the Clerk, [Kate Egan](#), email: clerk@westburysubmendip-pc.gov.uk

This Grants Awarding Policy was approved by Westbury Sub Mendip Parish Council at their meeting on 25 / Nov / 2015. It was revised at the meeting of 28/09/16 to remove the requirement for signatures, to allow submission by email attachment.

Context

A grant is any payment made by the Parish Council to be used by an organisation for a specific purpose for the well-being of the local community.

The Parish Council can lawfully issue grants pertaining to its statutory powers, and can issue grants not covered by these powers under the Local Government Act 1972, s137. This act empowers a local council to spend up to a prescribed amount in any one year. This 'free resource' must be for the benefit of the inhabitants of the area or part of them. The Parish Council may also issue grants using the General Power of Competence, if it qualifies for this power.

Policy

1. Grants may be made to organisations or projects that are dedicated to the benefit of Westbury Sub Mendip and the surrounding area. Grants are not normally available to individuals.
2. The policy will be reviewed every year by the Westbury Sub Mendip Parish Council.
3. Grants may be Planned or Short Notice:
 - Planned Grants. The decision to issue a Planned Grant will be made by the Parish council in September and the grant cheque raised in October. ~~Applications for Planned Grants must be submitted to the Parish Clerk by 20th September 2017.~~
 - Short Notice Grants. In the event of an emergency these can be applied for at any time throughout the year. Applications must be made to the Parish Clerk at least **ten days** prior to the meeting at which the application will be discussed.
4. Notices will be displayed within the parish advising organizations/groups that any application for a Planned Grant must be made to the Parish Clerk **ten days** before the meeting at which Grant applications will be discussed.
5. All grant applications should be made on a completed application form. The application must be accompanied by annual accounts or six months of bank statements. Application Forms (see appendix below) are available from the Clerk, and from the Parish Council webpages on www.westburysubmendip-pc.gov.uk

6. Grant applicants will be informed when their application will be discussed by the Parish Council.
7. All grant recipients will be required to provide evidence of how the grant was spent within a year of the issue of the grant.
8. Grants will not be considered for projects that have already been completed.
9. Grants that run over a period of more than one year will not normally be considered.
10. Grants cannot be used to fund religious or political activities.
11. The Parish Council may refuse any application that is considered inappropriate.

WESTBURY SUB MENDIP PARISH COUNCIL

Application for Grant for Voluntary Organisations
Local Government Act 1972, Section 137

Please note that this application must be accompanied by a copy of the latest set of annual accounts showing the organisation's income, expenditure and level of balances. If the organisation does not prepare annual accounts, copies of the bank statements covering the previous six months may be enclosed.

1.	Name of Organisation
2.	Name, Address and Status of Contact
3.	Telephone Number of Contact Email address of Contact
4.	Bank Account Sort Code and Account Number for receipt of grant, if awarded. Bank Details Account Holder: Account NO: Sort Code Bank Name Address: Phone No
5.	Is the Organisation a Registered Charity?

6.	Amount of grant requested.
7.	For what purpose or project is the grant requested?
8.	What will be the total cost of the above project?
9.	If the total cost of the project is more than the grant, how will the residue be financed?

10.	Have you applied for grant for the same project to another organisation? No
11.	What finances or resources will your organisation contribute?
12.	Who will benefit from the project?
13.	Approximately how many of those who will benefit are residents within the parish?

You may use a separate sheet of paper to submit any other information which you feel will support this application. Please return the completed form to the Clerk.

Print Name.....

Date.....