

# WHITTLE LE WOODS PARISH COUNCIL

## GRANT POLICY

1. Whittle le Woods Parish Council grants are intended to assist local organisations (e.g. voluntary, youth, sporting, social) with their projects and other development. They are not intended to assist individuals **or** commercial enterprises, i.e. businesses and grants will not be given to applicants in such a category.  
Local organisations are those that are:
  - based in the Whittle le Woods Parish Council area, or
  - have a clear link to the area, such that its residents will benefit from the Council's support of the group
2. Applications must be for a specific purpose, project or equipment (all are referred to in this policy as 'project'),
3. All grant applications must be in writing (e-mail is acceptable) to the Council via the Clerk.
4. Other than as exempted in para 5 below all applications **must** include the following:
  - A clear description of the project and its goals;
  - The total cost of the project, or (where the total cost is not yet known) an approximation of the total cost;
  - The sum, in pounds £, being requested from Whittle le Woods Parish Council;
  - A summary of such other funds that the Applicant has available for the project.
5. The Council realises that some small organisations seeking relatively small sums of money may not be able to provide information beyond a description of the project and the sum being requested. Such organisations should seek guidance from the Clerk before submitting an application.
6. The Council may require that supplementary information be provided by the applicant; this information might include but not be limited to details of the applicant group's financial situation (possibly including its latest bank statement), a copy of its constitution, and details of its elected officers or trustees.
7. The organisation must sign, date and return a receipt to the Clerk as soon as any grant is received.
8. An individual from the organisation is welcome to attend the Council meeting at which their application will be discussed to make a short verbal case for the grant. Councillors will consider more favourably applications that are thus supported. The Council reserves the right to *require* a representative from an applicant organization to attend a meeting if in its considered view it will be able to obtain further and better particulars of an application.

9. The Council requires that the organisation receiving the grant either:
- arranges for a photo to be taken of a Councillor with the completed project, or
  - forwards to the Council a photo of the applicant group with the completed project, or
  - gives feedback to Council in writing. (Email acceptable)

Photographs may be used for Council publicity, including website and social media, it is your responsibility to only supply photographs containing people who are aware and give permission for the future use of the photographs by the Council.

10. Notes:
- a. Making an application does not mean that a grant will be awarded by the Council either in full or in part
  - b. Applications received after the Council's grant budget has been expended will be returned with an appropriate explanation. The organisation may re-apply in the next financial year.
  - c. However, should a qualifying group require emergency financial assistance during the course of the year, Whittle le Woods Parish Council will give consideration to such an application, even if the Grant budget (at the time of the application) has been expended.