

## **OAKINGTON & WESTWICK PARISH COUNCIL COMMUNITY GRANTS POLICY**

This Community Grant Policy was adopted by the Council at the meeting held on 11 July 2016 and reviewed on 11 February 2019.

Oakington & Westwick Parish Council awards grants to voluntary organisations and community groups, which in the opinion of the Council is in the interests of the Parish of Oakington & Westwick and / or its residents and will benefit them in a manner commensurate with the expenditure.

All applications will be considered on their individual merits. The final decision on assessment of applications and the level of any grant offered lies with Oakington & Westwick Parish Council.

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

Local voluntary organisations, community groups and sports/recreational clubs. All must:

- be of a non-commercial nature.
- have a constitution, set of rules or documented aims and objectives.

The paramount concern of the Council is that any grant application must be seen to be of benefit to residents of the Parish.

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

Grants can be used for capital projects or in special circumstances for revenue purposes but only for the purpose specified in the application and grant.

The Council considers applications on the following basis:

- How well the grant will meet the needs of the community.
- How effectively the organisation will use the grant.
- Whether the costs are appropriate and realistic.
- Level of contributions raised locally.
- Whether the organisation could reasonably have been expected to obtain sufficient or partial funding from a more appropriate source or sources.
- How the organisation is managed.

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

All applications are to be made on a form which can be obtained from the Parish Clerk and can be submitted at any time.

Applicants will be notified of the:

- Date of the Council meeting at which the application will be considered.
- Council's decision within two weeks of that meeting. Organisations are advised to take a photocopy of the completed application form for their own reference.

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

- There is a maximum of £500 for most simple grants, and less information needs to be supplied on the application form in such cases.
- Exceptionally requests for amounts above £500 can be made, but further documentation and supporting evidence will be required in such cases (see the application form).

## 5. What is required with the application form?

- A copy of the organisation's constitution, set of rules or statement of aims and objectives (If it is the first application the organisation has made to the Council, or if the rules have changed.)
- Copies of audited or independently examined accounts for the last two years. More recently formed groups should provide best supporting documents they can. Documents could include: bank statements, management accounts, business plan / budget
- Supporting evidence of the cost of the project. Evidence could include: estimates (more than one) or receipted invoice.
- Copies of the minutes of the last AGM and latest meeting.

## 6. What will not be funded?

- Organisations or activities which do not substantially benefit the residents of the Parish.
- 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.

## 7. What are the conditions of a grant?

- The grant can only be used for the purposes stated in the application and the Council 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, the Council's prior approval must be obtained.
- Individuals may apply for grants if submitted by an organisation to which they belong. 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 are in compliance with all legal and statutory requirements.
- Should for any reason the organisation disband during the period of the grant the Council may ask for all or part of the monies to be paid back.
- Recognition of the grant from the Council must be made in any publicity.
- Within three months of the grant being awarded the organisation is required to submit a report detailing how the grant was used and the impact it has made
- Organisations can normally only make one application per year, though exceptions can be made.

Should any of these conditions not be met it could result in the grant being withdrawn, the grant having to be repaid and future grant applications being refused.

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Adopted: 11 July 2016

Signed:

Reviewed: 11 February 2019

CHAIRMAN

Review Due: February 2021