

Grants Policy Guidance sheet

Wheatpieces Parish Council is committed to supporting and strengthening the many networks and community groups that help to make a positive difference to the Wheatpieces area. We know that the Parish Council can make a difference through our grants process, but it is also important that we seek a relationship with many of these groups to explore other ways in which they can develop and grow as they need to.

Wheatpieces Parish Council's Grant Policy aims to:

- Support projects and initiatives which will directly benefit the residents of the Wheatpieces estate and surrounding areas
- Enable local people to participate in voluntary groups and organisations and activities
- Help the area's voluntary groups and organisations to improve effectiveness
- To support organisations which meet the needs of people experiencing social and economic difficulties
- To ensure that there is equality of access for Wheatpieces residents to the services it provides and funds
- To enable the local community to be involved with and participate in local sports clubs/organisations

At the discretion of Wheatpieces Parish Council, grants are awarded to community organisations which demonstrate a clear need for financial support and contribute towards the Parish Council's vision and aims for the Wheatpieces estate.

Process:

All applicants should consider the following guidelines carefully when deciding whether to submit an application. Failure to fulfil the criteria or to omit information requested may result in your application being unsuccessful.

1. The membership or service provided by organisations/groups benefit the residents of the Wheatpieces area

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2. All organisations/groups must forward a copy of their constitution which outlines their aims and the way it is organised, controlled and administered. Groups are also expected to have relevant insurance cover appropriate to their activity.
3. Organisations must provide a copy of their previous years certified/audited accounts
4. Organisations must have a Safeguarding Children Policy specific to their Club where children and young people are involved.
5. Organisations/groups must be non-profit making
6. An indication of match-funding towards the costs of schemes is encouraged. Ideally organisations/groups should be planning not to be reliant on this grant aid in future
7. Applications will be considered for projects at all levels of ability. Projects should ideally be run by a cross-section of abilities and cultural backgrounds
8. The organisation/group shall provide Wheatpieces Parish Council with evidence that the grant has provided benefit for the funding awarded
9. Grant applications are considered twice a year; all applications should be therefore submitted by either the **30th June** or the **31st December** each year
10. The maximum grant that can be awarded in any one financial year will normally be £500.00 although in exceptional circumstances a request for a larger amount may be granted by the Parish Council.
11. It should be noted that even if you meet all the criteria shown, there can be no guarantee that your application will be successful

Urgent Grants:

In exceptional circumstances Wheatpieces Parish Council will consider applications for urgent funding. Groups wishing to apply must complete an application form which will be considered at the next available Full Council meeting. A covering letter should explain the reason for the urgency.

12. After an application has been submitted, the Parish Clerk will check the application form is complete and the requested documents are enclosed. You may be contacted for additional information.

(Note: Incomplete forms or failure to produce additional information will result in your application not being considered for grant allocation)

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Grant will be assessed using the following criteria:

- A complete application form and enclosed additional information
- If you have received a grant before
- How your group is set up and managed
- Your finances, governance and the financial need for funding
- What need/demand there is for your project
- Support and involvement for the wider community
- Efforts to secure other sources of funding
- If your project provides value for money for the residents of the Wheatpieces

Other conditions:

- Full credit must be given to Wheatpieces Parish Council in programmes, advertising etc. Under normal circumstances applications for events should be made a minimum of three months before the event.
- A report back confirming the use of the grant and the success (or otherwise) of any project supported, must be given at the next scheduled Wheatpieces Parish Council Annual Parish Meeting.

Applications may be submitted at any time, however, they will only be considered twice a year by Wheatpieces Parish Council.

All applicants will be contacted within two weeks of Wheatpieces Parish Council's Full Council decision. A published list of successful applicants will be available on Wheatpieces Parish Council website.