

# Walford Parish Council

## Grants Policy

### Policy statement

Walford Parish Council is committed to improving the quality and enjoyment of life in the Parish, for residents and visitors, whilst enhancing the environment and the local economy. In recognition of this objective, the Council sets aside each financial year, where affordable, a sum to be made available for projects which support this aim. For the financial year 2019/20, this sum is £1,000.

### Application

- 1) All applications must be in writing and submitted to the Parish Clerk.
- 2) Applications must be accompanied by supporting documentation
  - a) Proposed project detail including a breakdown of costings
  - b) Clear evidence of local need or demand for the proposed project
  - c) If the applicant is an organisation, details of the management structure and internal controls
  - d) If the applicant is an organisation, a summary of the last financial statements
  - e) Other funding sources applied to in relation to this project

### Consideration by Council

- 1) The Council must satisfy itself that the grant is affordable, that the application is in accordance with its general aims and that the grant will benefit the area and a significant number of residents.
- 2) Grants will not be made retrospectively.
- 3) Grants will not be awarded to fund activities of a political nature, nor activities considered to be the responsibility of the principal authority
- 4) Grants will not be awarded to organisations that make, or attempt to make, profit for the benefit of members or owners over and above revenue expenditure, e.g. running costs, staff costs, premises maintenance and general overheads
- 5) Grant applications must be decided in a full Council meeting.
- 6) If the application exceeds the monies available for the year, the Council will target projects which benefit as many people as possible within the parish.

### Conditions

- 1) The grant must be used for the purpose for which the application was made.
- 2) If applicant is unable to use the grant for the stated purpose, monies must be returned to Walford Parish Council.
- 3) Any applicant receiving a grant is required to acknowledge Walford Parish Council's contribution and explain how this will be done.
- 4) Unless agreed otherwise, projects should be completed within one year of a grant.
- 5) All applicants receiving a grant must provide an End of Project Report, including a breakdown of expenditure, together with copy receipts within three months of the project completion.
- 6) Failure to comply with the above may result in the rescinding of the grant and a request for its return.
- 7) These conditions will be included in a letter offering a grant from Walford Parish Council. The applicant must sign and return to the Parish Council, a copy of this letter, to indicate they will comply with the conditions, before the grant is paid.
- 8) All grants are awarded at the Parish Council's discretion and may be made in stage payments. Walford Parish Council's decision is final and there is no right of appeal.

### Document control

Revision number	2.1	Written by	Parish Clerk
Last approved by the Parish Council	27 March 2019		
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