



# WORTH PARISH COUNCIL

## GRANTS POLICY

### STATEMENT

Worth Parish Council recognises the importance of the valuable contributions by organisations, whether voluntary or not, to the enhancement, improvement and wellbeing of the local community. To achieve this the Parish Council will provide monies within the Council's Annual Budget for the purposes of grant funding.

### KEY PRINCIPLES

Worth Parish Council's Grants Policy is based on the following principles:

- Grants are payments made by the Parish Council to an organisation for a specific purpose to enhance and promote the wellbeing of the local community
- That the work which the grant supports must fall wholly or mainly within the Parish of Worth
- That applications cannot be considered that benefit individuals, single household, or "for profit" organisations
- That grants are awarded to organisations which operate a non-restrictive policy that does not unfairly exclude individuals. This non-restrictive policy should enable potential access to the activities, facilities or services offered by the organisation (subject to facility constraints, appropriate ability criteria and where membership fees or other charges made, these are not at a level where those with financial constraints are excluded)
- That each application is dealt with on its own merit
- To ensure that each application is dealt with equally, applications must be submitted on the approved Worth Parish Council Grant Application Form, following the Guidance Notes.
- That successful applicants shall report to the Council how the monies have been spent within six months of the grant being awarded, providing evidence to support this. Monies awarded for particular projects are not transferable without prior consent from the Council. Should the Council decide that the grant has not been spent for the purpose defined the application form, the organisation will be required to re-pay the monies.

### TO WHOM DOES THIS POLICY APPLY?

This Policy applies to any organisation which falls within the eligibility criteria, whether voluntary or not, which is based in or benefits the residents of Worth Parish; that is, residents of the villages of Coptthorne and Crawley Down

### REVIEW OF THE POLICY

Subject to any new legislation, changes in Statute or case law which require immediate amendment; or the requirements of the Parish Council, this Policy will be reviewed within two years of adoption

**Date of Adoption: October 2017**

**Reviewed: September 2019**

**Reviewed: March 2020**



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## GRANT APPLICATION GUIDANCE NOTES

1. Worth Parish Council shall award grants to community organisations to support them in their work. The project to which the grant is applied must fall wholly or mainly within the Parish of Worth. Applications cannot be considered that benefit individuals, single households or "for profit" organisations.
2. The amount available is allocated within the Council's Annual Budget for the purposes of grant funding. Once the annual allocation has been spent, there shall be no further grants in that financial year. Due to this monetary restraint, the Council will not typically consider grants of over £750
3. The Council will not typically award grants for more than 50% of the project cost.
4. All applications must be made on the Worth Parish Council Grant Application Form, and requested documentation must be attached.
5. Any grant awarded shall be paid direct to the organisation, with the preferred method being via bank transfer, Applicants are required to provide accounts details with their application. Payments cannot be made direct to individuals
6. All applications will be decided by the Council and/or the General Purposes and Finance Committee at a future meeting, usually the next meeting, and applicants will be informed of the decision within seven days of that meeting.
7. If decided appropriate, the council may defer applications to the following financial year.
8. Within six months of receipt of the grant, the organisation shall report to the Council how the monies have been spent, providing evidence to support this.
9. Monies awarded for particular projects are not transferable without prior consent from the Council. Should the Council decide that the grant has not been spent for the purpose defined in the application form, the Council reserves the right to require the monies to be re-paid.
10. Signing the application from signifies the organisation's agreement to mention the Council's sponsorship in any ensuing publicity material produced by the organisation.
11. All successful Grant application holders will be required to attend the Annual Parish Meeting held in April each year to give a small presentation on how the funds have been spent.
12. The decision of the Council in all matters shall be final.