

WEST LAVINGTON PARISH COUNCIL

GRANTS POLICY

This is the Grants Policy Statement of WEST LAVINGTON PARISH COUNCIL:

It is the policy of West Lavington Parish Council to make grants to other groups and organisations from time to time, the discretionary power to do this being provided in law. Decisions to award grants may be made by the Council if eligibility criteria set out in this policy are met, but will be subject to funds being available and other competing demands.

The contribution made by many organisations and individuals to the well being of the local community is recognised by the Council as important to our society. The purpose of any grant or subsidy given by the Council is to support initiatives in the local community and to help create opportunities for its residents that are not otherwise funded by the Council as a matter of course.

1 ALLOCATION

The Council may make either a one-off grant or a number of grants that may continue into successive years. In none of these cases should recipients consider that future funding is assured, and at no time will a commitment be given by the Council that funding will continue past the year end apart from exceptional circumstances.

2 CRITERIA

The following eligibility criteria will be used by the Council in coming to its decision. However, if other information comes to the attention of the Council, it may reserve its right not to make a grant award. Whilst a standard application form is not required, any applicant for a grant which may be made through the clerk must make sure it explains:

- What the impact is to the local community. How it benefit residents wellbeing, social support or local facilities.
- How much is required and what the grant is to be spent on.
- What the aims and objectives of the organisation making the application where this is not clear.
- The council will normally only commit funding once in each financial year for any organisation.
- The project for which the grant is claimed should commence within 6 months or the offer may lapse.

In addition, if the request is for £1000 or more the following criteria will also be considered:

- If a project, what the total expenditure of the project is likely to be, with a breakdown of significant cost headings and what other sources of income are being sought in addition to the Grant.
- Councillors will require sight of the last year of independently verified or audited financial accounts, where appropriate.
- Councillors will look for assurance that the project and the applicant have long-term viability.
- A commitment for the organisation to provide a short evaluation of how the money has been spent and what benefit it has brought to the people of the parish. This information should be provided within six months of the grant being given.
- Where the grant is for general expenses rather than a specific project, then this should be made clear and the fourth criteria above can be ignored.

The Council will not make grants to:

- Organisations intending to support or oppose any particular political party or to discriminate on the grounds of any protected characteristic in the Equality Act 2010;
- Private organisations operated as a business to make a profit or surplus;
- Upward funders (local groups whose fundraising is sent to their central HQ for redistribution);
- Professional fundraisers;
- Projects that are already completed;
- Organisations or groups which are not financially sound unless suitable assurances are provided.

3 TIMING

The Council will accept applications throughout the year. However, there is a limited budget so awards will be made twice a year. Normally at the May and November Parish Council meetings. The Parish Council can opt to delay awards if necessary.

As the budget is first drafted in December of the financial year before, it is important to discuss with the Clerk if you have a significant requirement that may impact on the level of precept to be levied within the Council Tax regime.

4 REPORTING

On completion of any project approved for a grant, organisations will send a note of completion to the Parish Council.

Any funds allocated as part of the grants process which have not been used on completion of the project, will be returned to the Parish Council. (See Criteria above for grants over £1000).

The Council may require the organisation to acknowledge the Council's support in any publicity generated by the project.

5 APPLICATIONS

As there is no formal application form, potential applicants should contact the Clerk to the Council in the first instance to discuss their proposals and how a suitable application might then be framed. The emphasis is on proportionality to the circumstances, with applicants recognising the need for the Council to ensure appropriate stewardship of public funds.

The Council welcomes and encourages applicants to attend the meeting at which the application will be heard, in order that councillors can meet them and seek any clarification arising from the material presented. The decision as to whether a grant should be made, and for how much, will be confirmed in writing as soon as practicable by the Clerk.

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