

## WESTERLEIGH & COALPIT HEATH PARISH COUNCIL - Grants Policy

### 1. Introduction

The Parish Council has statutory powers which enable it to make funds available to local organisations for the overall benefit of the parish.

### 2. Purpose of the grants policy

The purpose of this grants policy is to help the Council **improve the quality of life for those who live and work in the parish** by recognising the role of the voluntary sector. The Council provides financial support to voluntary organisations so that residents can benefit from improvements to the local area and an improved range of services and activities. Grant applications must demonstrate a benefit to the parish/ any part of it, or its parishioners (including defined groups.)

The Council has identified the following grant funding priorities:

- arts/ heritage/culture
- sports/ recreation
- work with/for disadvantaged groups
- work with/for older people
- work with/for young people
- community safety
- nature/ environment
- community outdoor space enhancement
- community buildings enhancement
- heritage assets enhancement

### 3. Who can apply for a grant (eligible applicants)

Any non-political, non-profit organisation which has an active bank or building society account and can demonstrate a benefit to the local area or residents of the parish.

*Groups that have received grants include advice groups, charitable organisations, baby and toddler groups, sports clubs, senior citizens and youth groups.*

- Grants may not be made to an individual, or a private organisation operated as a business to make a profit or surplus.
- Grants will not be awarded to 'upward funders' i.e. local groups whose fundraising is sent to their central headquarters for redistribution.
- Grants will not be given to general appeals or national organisations (without a locally based group).

### 4. Grant funding available

The maximum grant that may be applied for is **£15,000**.

The total figure available for grant aid will be agreed by the Council as part of its budget-setting process each financial year. Grants will be funded from:

- The Council's budget.
- The Says Court Community Benefit Fund pot administered by the Council. This may fund 'goods or services which are for the promotion or improvement of the environmental, social or economic benefit of the local community'.
- Community Infrastructure Levy where appropriate.

NOTE CIL monies can be used to support the development of the local area to fund:

- (a) the provision, improvement, replacement, operation or maintenance of infrastructure;
- (b) or (b) anything else that is concerned with addressing the demands that development places on an area  
(The Community Infrastructure Levy Regulations 2011, 59c)

## **5. What can grants be used for (eligible costs)**

Grants may be used for capital or revenue costs for example:

- Development/ start-up costs for new organisations
- projects,
- equipment
- putting on events

Ongoing running costs will not normally be funded. Retrospective applications will not be considered.

Grant applications must also comply with the terms and conditions set out in section 8.

## **6. How to apply**

Grant applications may be submitted from **1<sup>st</sup> April** each financial year until **15<sup>th</sup> February** (following). Applications made later in the financial year may not receive funding if the grants budget has been allocated.

Grants are awarded for the current financial year only. Any applications for later financial years should be submitted on 1<sup>st</sup> April of the year that the grant will be required.

Normally one application per organisation per year will be considered.

Applicants should complete the application form (see appendix 1) having read this policy. Particular attention should be paid to the 'terms and conditions' below in section 8. The following supporting documentation should be submitted with ALL application forms:

- i. **A copy of the most recent accounts**
- ii. **A copy of the organisation's most recent bank statement\***
- iii. Additional documentation as applicable and specified on the application form

\*Bank statements are treated as confidential documents and are not published or made available to the public

**Application forms and supporting information should be sent by email (preferably) to: The Parish Clerk [clerk@westerleighcoalpitheathparishcouncil.gov.uk](mailto:clerk@westerleighcoalpitheathparishcouncil.gov.uk)**  
**Or posted to: The Parish Clerk, Westerleigh & Coalpit Heath Parish Council, c/o 22 Inglestone Road, Wickwar, Wotton-Under-Edge, Glos GL12 8NH**  
The Clerk will acknowledge receipt.

If you have any questions or would like to discuss your project before submitting an application, please contact the Parish Clerk as follows:

Tel: 07367 787883

Email: [clerk@westerleighcoalpitheathparishcouncil.gov.uk](mailto:clerk@westerleighcoalpitheathparishcouncil.gov.uk)

## 7. Grant awarding process

Applications will be reviewed by the Clerk & RFO to check that they are eligible for funding, that the application form has been completed fully and that the required supporting paperwork has been submitted.

Eligible and complete applications will be considered at the next Full Council meeting or Finance & General Purposes Committee as appropriate. Full Council meetings are held on the second Monday of each month (no meeting in August). Applications will be considered on merit.

For larger grant applications (£3,000 and above) the Clerk may request the applicant attends the Council meeting at which the application will be considered to make a five minute (maximum) presentation and answer any subsequent questions.

The Council may decide to fund an application in full or in part, or may decide to refuse it. The Council's decision is final.

For approved grants under £3,000, payment will be made by BACS after the meeting unless the Council imposes a condition delaying payment. For approved grants of £3,000 or more, payment will usually be made upon receipt of an invoice/s and evidence of expenditure.

## 8. Terms and conditions

All grant applications must comply with the following terms and conditions.

1. For larger grants (£3,000 and above) the Council may impose additional conditions as it sees fit, for example additional reporting requirements.
2. The grant should be used for the purposes detailed in the application and must be spent **within 12 months of being awarded**. Written permission must be obtained from the Council if there is any change to the use of the grant.
3. Full financial records of the project must be kept by the organisation showing how the award has been spent and these must be made available to W&CHPC on request.
4. If the grant is not used for the purpose specified on the application form, the Council reserves the right to claim back all or a percentage of the original grant.
5. In the event that an organisation becomes unable to deliver the agreed project or folds during the financial year in which the grant is paid, the Council must be informed immediately. In such circumstances the Council reserves the right to claim back all or a percentage of the original grant.
6. On completion of the project, or within 12 months of the grant being made whichever is sooner, a written report detailing how the money has been used must be provided to the Council on request.
7. WCHPC cannot claim back VAT on behalf of an organisation.
8. If the project requires planning permission or other consent, this must be obtained and evidence submitted to Westerleigh & Coalpit Heath Parish Council before funding can be released. All planning permissions and conditions must be complied with.

9. The organisation must demonstrate a commitment to equalities at all times. Your organisation should have an equal opportunities/ equality policy or statement. If it does not, the project must be delivered in accordance with the following equal opportunities statement:

This project is committed to working in a way which values and treats all people with respect and dignity, and celebrates diversity. The project, through its practices, will ensure that no member, service user, employee or volunteer will receive less favourable treatment or suffer unlawful discrimination on the grounds of age, disability, sex, gender reassignment, pregnancy and maternity, race (which includes colour, nationality, caste and ethnic or national origins), sexual orientation, religion or belief, or because someone is married or in a civil partnership.

10. The organisation must arrange sufficient insurance cover, including public liability insurance to an adequate level of indemnity.
11. The organisation must satisfy itself that it has appropriate and adequate health and safety arrangements in place.
12. Any publicity material arising from the project should include an acknowledgment of funding from Westerleigh & Coalpit Heath Parish Council that states '**This project has received funding from Westerleigh & Coalpit Heath Parish Council**'. The Council logo is available on request.
13. Any personal data provided on the application form will be processed in line with the Council's [Privacy Notice](#). The application form and supporting information will be copied and discussed at a public Parish Council meeting. Personal data supplied on the form will not be disclosed.
14. Grant awards (descriptors and values) may be published in annual reports on the Council's website.



## Westerleigh & Coalpit Heath Parish Council GRANT APPLICATION FORM

Please ensure that you read the Grants Policy (including terms and conditions) before completing this form. Please complete all questions. If a question does not apply then please indicate this on the form.

### 1. PART 1 About your organisation

#### 1.1 Organisation

Name of organisation:	
Website address:	
Correspondence address:	

#### 1.2 Person making this application

Name:	
Position in the organisation:	
Address:	
Post Code:	
Email address:	
Telephone number:	

#### 1.3 About your organisation

When was the organisation formed?	
Does the organisation have a constitution?	YES (please attach)/ NO
Is the organisation a registered charity? If YES provide registration number:	YES/ NO
Is the organisation part of, or affiliated to, a national organisation? If YES please give details:	YES/ NO

#### 1.4 Bank details (for payment of any grant awarded)

Account name:	
Account number:	
Sort Code:	

#### 1.5 How is your organisation funded?

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1.6 Please give an overview of what your organisation does and how it currently benefits the residents of Westerleigh & Coalpit Heath Parish:

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**2. PART 2 About your project and its participants**

2.1 Give a description of the project or purpose for which you require a grant.

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2.2 Where will the project take place?

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2.3 Project start and end dates

Planned project start date mm/yy	
Planned project end date mm/yy	

2.4 How will the project/ grant benefit the community of Westerleigh & Coalpit Heath Parish?

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2.5 How many residents of Westerleigh & Coalpit Heath Parish will benefit?

<i>Estimate the total number of parish residents that will engage with and benefit from your project. If people from outside the parish will benefit, please estimate the total separately.</i>

2.6 How does your project align with the Council's grant funding priorities? (Your project should support at least one of the priorities below)

	How will your project support this?
arts/ heritage/culture	
sports/ recreation	

work with/for disadvantaged groups	
work with/for older people	
work with/for young people	
community safety	
nature/ environment	
community outdoor space enhancement	
community buildings enhancement	
heritage assets enhancement	

**3. Part 3 – Project Funding**

3.1 What is the size of the grant you are seeking?

Grant	
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3.2 What is the total cost of the project for which you are seeking a grant?

Total cost of project	
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3.3 If you are not applying for the full amount, please specify where the remaining funds will come from:

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3.4 If you have you applied to any other organisation (including Local Authorities) for a grant in respect of this project, please give details below:

Organisation	Purpose of grant	Successful/ Unsuccessful	Amount £

3.5 In the table below give details of the items/ services\* you will spend the grant on:

Item	Amount £
<b>Total grant requested</b>	<b>£</b>

3.6 If you plan to purchase capital items or services which **will cost more than £500 (but less than £3,000)** please ensure that you supply evidence of **three cost estimates** e.g. website print-out, catalogue pages.

If you plan to purchase capital items or services that cost **more than £3,000**, please ensure that you supply copies of **three written quotes**.

Please list the evidence you have supplied:

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3.7 Have you previously received, or applied for, a grant from Westerleigh & Coalpit Heath Parish Council? If YES please give details below:

Year	Purpose of grant	Amount £ (if unsuccessful state £0)

#### 4. Part 4 – Permissions

4.1 What external permissions are required for your project? (e.g. planning permission)

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4.2 Have these been granted? (Please delete as appropriate)

Yes/No/ NA
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#### 5. Part 5 - Declaration

I confirm that:

I am authorised to complete this application and sign on behalf of the above named organisation.

I have read and agree to the Grant Awarding Policy and Terms and Conditions of Funding.

I agree to the use of my personal data in line with Westerleigh and Coalpit Heath Parish Council [Privacy Notice](#).

To the best of my knowledge all information provided in connection with the application is true and accurate.

Your name:	
Signed:	
Position:	
Date:	

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**PLEASE REMEMBER TO SEND THE FOLLOWING DOCUMENTS WITH YOUR APPLICATION**

	Tick to confirm enclosure
Organisation constitution (if applicable)	
A copy of the accounts for the most recent financial year	
Copy of most recent back statement*	
New groups only - a statement of aims/ objectives and a business plan or budget	
<b><u>Other supporting information</u></b>	
Evidence of three costs estimates for capital items/ services over £500 (but less than £3,000)	
Copies of three written quotes for capital items/ services over £3,000	

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**Or posted to: The Parish Clerk, Westerleigh & Coalpit Heath Parish Council. c/o 22  
Inglestone Road, Wickwar Glos GL12 8NH**

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