



WOOL PARISH COUNCIL GRANT AWARDING POLICY

Approved: July 2021

Last review Date: May 202

Next review Date: May 2023

Introduction:

Wool Parish Council sets aside a small a sum of money every financial year for grants to local voluntary or charitable organisations where the activities will contribute to, and be of benefit to, the life of the people of Wool parish. **The amount available in 2022/23 is £2000**

These grants are limited and are made available to organisations that can demonstrate a need for assistance.

The total figure available is agreed by the Council as part of the budget for each financial year. To ensure that fair and proper consideration may be given to all requests, the Council requires applicants to follow the following Application Process:

Application Process

Please ensure that the following documentation is enclosed when applying for a grant:

1. A completed Grant Aid Application Form. This form is available from the Clerk at Wool Parish Council, D'Urberville Centre, Colliers Lane Wool BH20 6DL or woolparishcouncil@gmail.com or from the parish council website, www.woolparishcouncil.com
2. Latest financial information.
3. Constitution or rules of the organisation.
4. Any additional information the organisation considers will support its application.
5. **If you have any queries about your eligibility to complete this form please contact the Clerk**

Conditions

1. Organisations and Locality

1.1 Applications for assistance must be made on an annual basis irrespective of the type of financial assistance being requested.

1.2 Applications will only be accepted from charitable, voluntary and non-profit making organisations/groups

1.3 Organisations should be local to Wool or, if outside the boundary, its work should be of benefit to the parish and its residents.

1.4 At present, the Council is unable to give financial assistance to individuals or charities operating overseas.

2. Type of Financial Assistance

2.1 Annual Grants: the Council will provide grant aid for revenue expenses towards the continuing provision of a service.

2.2 Project Grants: the Council will provide grant aid toward specific projects or purchases of equipment.

3. Application Timescale



- 3.1 The deadline for receipt of applications is 30th September each year.
- 3.2 Applications will normally be considered by the Council during November.
- 3.3 Applicants will be advised by the 31st December whether their application has been successful.
- 3.4 All grants will be paid by the end of March of the following year
- 3.5 The Council will also consider project grant applications at other times if the circumstances require it and sufficient funding remains available.

4. General

- 4.1 Grants should be spent for the purpose and on the project/activity for which they were given and the Council would ask for due recognition and advertisement for any grant aid awarded.
- 4.2 Grants will not be made for money already spent.
- 4.3 Organisations receiving grant aid are required to provide the Council with a written report within three months of the award date to demonstrate how the funds are being spent. Receipts may be required to demonstrate expenditure on specific purchases. The report may also be included in the Council's Annual Report or howsoever the Council may wish to use it. The grant must be spent within 12 months or returned to Wool Parish Council
- 4.4 If an organisation is dissolved before the grant has been utilised, the Council would expect the organisation to reimburse the grant awarded.
- 4.5 Organisations are not restricted to the number of grant applications they may submit to the Council during any year. However, the history of previous applications may be considered in the decision-making process.
- 4.6 The awarding of a grant in one year or period does not set a precedent for any subsequent applications.
- 4.7 If contractors are used for any work, the Council may require organisations to provide written estimates.

Please Note:

Wool Parish Council acknowledges that organisations, particularly new and smaller ones, may experience difficulty in completing the application and all possible assistance will be given to help those organisations.

Wool Parish Council will also

- publicise within the parish the availability of grant aid
- Review the grant aid budget on a regular basis and at least annually
- periodically review the policy and applications for grant aid



WOOL PARISH COUNCIL - APPLICATION FOR GRANT

The information provided on this form will be treated as confidential and used for grant assessment purposes only. Where the application is successful the Council may, from time to time, wish to process this information (as updated) for administration purposes. Where this happens, processing, whether by computer or otherwise, will take place in accordance with the Data Protection Act. By signing this form, you will be providing the Council with your consent to these uses.

Name of Organisation:

Title (Mr/Mrs/Ms):

First Name:

Last Name:

Position in Organisation:

Address:

Post Code:

Tel No:

Email address:

Are you or any members of your organisation related to any elected member or employee of the Council? If so, please give details:

Size of Organisation/Numbers of Members:

Purpose for which the Grant is required: Please include details on who will benefit from the project or scheme requiring funding:



Total cost of the project or scheme requiring funding:

Amount of Grant Applied For:

Other funding sources, including applications:

Account of activities over the previous year:

Account for plans for the forthcoming year:



Does your project involve work with children, young people under the age of 18 or vulnerable adults?

Yes/No

If yes, as a minimum we expect you to:

- Have safeguarding policies in place that are appropriate for your organisations work and the project you are asking us to fund.
- Review your safeguarding policies at least every year.
- Complete rigorous recruitment and selection process for staff and volunteers who work with children, young people or vulnerable adults, including checking criminal records and taking up references.
- Follow statutory or best practice guidance on appropriate ratios for staff or volunteers to children, young people or vulnerable adults
- Provide child protection and health & safety training or guidance for staff and volunteers
- Carry out a risk assessment, if appropriate.
- Secure appropriate insurance, if appropriate

Does your organisation meet these requirements? Yes/No

Additional information. Anything you consider relevant to the application:

Declaration:

I declare that to the best of my knowledge and belief, all information provided in this document is correct and complete. I understand that any false declaration or misleading information or any significant omission may result in the rejection of the application or repayment of any grant aid subsequently provided.

Signed: _____ **Date:** _____

This form must be returned to the Clerk of Wool Parish Council, D'Urberville Centre, Colliers Lane, Wool BH20 6DL or woolparishcouncil@gmail.com