

# **Westham Parish Council**

## **Grants to Organisations**

### **Conditions for Grant Funding Applications**

#### **1. General Principles and conditions**

Westham Parish Council is funded by the residents of Westham who pay Council Tax, and has, therefore, only limited funds available for the assistance of organisations that work to the benefit of Westham residents.

Subject to Grant Funding being available, Council will consider assisting or supporting local voluntary or community groups and charities which are there to enhance or benefit the lives of Westham residents. A decision to grant funding to any such organisation is dependent both on need and on the fulfilment of the following general conditions:

- The Organisation must be a 'not for profit' organisation and have clearly stated aims and objectives.
- The Organisation must be based in Westham, and/or benefit, a significant proportion of Westham residents, or a particular group of Westham residents.
- Grant Funding will only be awarded for specific projects, and not merely to increase an organisation's reserves.
- The activities of the organisation, and in particular the project being considered for Grant Funding, must be readily available to the community of Westham in general.
- The need for Grant Funding must be shown by reference to the published accounts and/or business projections certified by an Accountant or Banker. All applications must be accompanied by a copy of the last available certified accounts and a projection of income and expenditure for the current period.
- Applications should state why the support is sought and how the Grant Funding will be used. They must also identify the group of residents who will benefit from the Grant Funding, and how many benefit.
- The organisation is required to send a report to the council (after the money has been spent) on how the money has been spent and a copy of the final accounts for year of expenditure. If the funding has not been spent the organisation will be required to repay the grant to the Council on demand.
- The organisation must acknowledge Westham Parish Council's contribution in all marketing material, the phrasing of the acknowledgement to be notified by the Council on award of the Grant Funding.

## **2. Eligibility**

The following projects will be considered for Grant Funding from Westham Parish Council:

- Youth clubs and other facilities or projects for young people
- Cultural and artistic schemes
- Heritage projects
- Leisure, sports and play facilities
- Community buildings
- Community transport
- Elderly and disabled
- Sustainable community environmental projects

(This list is a guide but is not exhaustive)

The following are not eligible for Grant Funding:

- National or international charities
- Individuals
- Political parties or organisations with political affiliations
- Companies aiming to make a profit
- Statutory bodies
- Religious groups

Westham Parish Council can only provide Grant Funding to organisations within its own financial constraints. Grant Funding will, therefore, not be able to be given to every applicant, however worthy the need, and no appeal will be allowed against refusal. The decision of the Council is final.

## **3. How to apply for Grant Funding**

The applicant must also attach the following to the completed application form:

- The organisation's aims and objectives
- The organisation's constitution or set of rules and annual report if applicable.
- The most recent copy of the organisation's approved accounts.
- A copy of the organisation's current public liability cover.
- An explanation of any reserves held by the organisation and whether these are earmarked for specific expenditure.
- Accurate costings for the project for which funding is being sought.

The completed application should be submitted to:

Westham Parish Council

Parish Office

Stone Cross School

Adur Drive, Stone Cross, East Sussex BN24 5EF

#### **4. Council's action on receipt of a completed application**

The Parish Clerk will check the application form and the attached documents to ensure that it has been properly completed. If it is not complete the Parish Clerk will approach the applicant in order to obtain the additional information.

Once the Parish Clerk is satisfied that the applicant has supplied all necessary information in support of the Grant Funding request, they will pass the application to Council to assess using the following:

- The correct completion of the application form
- Whether the organisation has previously received a grant
- How the organisation is set up and managed
- Whether the organisation has a financial need for funding
- What need or demand there is for the project for which funding is sought?
- How the funding will support the Westham community
- Whether the project represents value for money for the Westham community
- Whether the organisation has made applications for funding elsewhere

All applications that meet the criteria will be considered.

If the Council is satisfied that Grant Funding is appropriate, it will resolve that a grant be given to the organisation, and how much. An accompanying letter will specify the terms and conditions under which the grant is offered, and the organisation will be required to sign and return the letter accepting the Council's terms and conditions. These will include:

- A reminder that the grant must only be used for the purpose applied for
- The requirement for the organisation to keep the Council updated on the progress of the project
- A reminder that the organisation should in its literature acknowledge the Council's grant.
- A warning that failure to comply with any condition attached to a grant might result in the organisation being required to repay the grant, and/or affect future Grant Funding.

Acceptance of the grant funds will be taken as acceptance of the conditions.

The money must be spent within the time period specified by the Council at the time of awarding the Grant Funding.

After the Grant Funding has been spent the recipient is required to send a report to the Council, detailing the expenditure and the subsequent annual report and accounts.

# Westham Parish Council

## Application for Grant Funding

### **About the Applicant**

Name and address of  
organisation.....

.....

Daytime telephone number: .....

Email address: .....

Total membership: .....

Purpose of organisation: .....

.....

.....

.....

Are you a registered charity? YES/NO Reg. number: .....

### **Individual authorised to make this application**

Name of individual: .....

Address: .....

Telephone number: .....

Email: .....

Position held in organisation: .....

### **Details of Application**

Amount applied for: £ .....

Description of project for which Grant Funding is sought: .....

.....

.....

.....

.....

.....

Estimated cost breakdown £ .....

(e.g., labour, materials)

£ .....

£ .....

£ .....

Describe the anticipated benefits to the organisation and to the Westham community if this project is to go ahead:

.....

.....

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.....

.....

(continue on a separate sheet if necessary)

Have applications been made to any other funding bodies in respect of this project? YES/NO If yes, please detail: Amount Date sought Approved Y/N

| Organisation | Amount | Date sought | Approved Y/N |
|--------------|--------|-------------|--------------|
| .....        | £..... | .....       | .....        |
| .....        | £..... | .....       | .....        |
| .....        | £..... | .....       | .....        |

Details of any previous assistance received in the last 5 years from funding bodies, including Westham Parish Council:

Organisation

|       |        |       |
|-------|--------|-------|
| ..... | £..... | ..... |
| ..... | £..... | ..... |
| ..... | £..... | ..... |

Bank details for payment: .....

Checklist for applicants (please tick those that apply)

Organisation's budget for the current year ( )

Annual accounts for last complete year ( )

Constitution/set of rules ( )

Project estimates ( )

Other supporting information ( )

Declaration: I have read and accept the terms and conditions under which any grant award will be made

Signed: .....Position ..... Date .....

Signed: .....Position ..... Date .....

Please return your completed application form to: Westham Parish Council, Parish office, Stone Cross School, Adur Drive, Stone Cross, East Sussex BN24 5EF