

# **WESTHAMPNETT PARISH COUNCIL**

## **Grants & Donations Policy**

To foster and encourage local clubs, groups and organisations within the village Westhampnett Parish Council makes a small budget provision for grant aid to voluntary groups or charitable organisations.

A grant is awarded for a particular defined purpose. A donation is awarded for general purposes. Both are awarded for local Parish activities only.

To qualify for a grant/donation the applicant must be able to demonstrate that any funding from Westhampnett Parish Council will benefit the Parish or residents of the Parish.

Grant applications will be considered twice a year, once at the Annual Parish Council meeting and then 6 months later.

- Applications must be made in writing and sent to the Clerk, although Councillors will be happy to offer informal advice, without commitment, if requested.
- The project must be based within the Parish Area and/or considered by Councillors to be of overall benefit to the village and residents, and/or a significant part thereof.
- The organisation making the application should be a non-profit making voluntary organisation where membership is open (i.e. no discrimination of membership on grounds of sex, race, religion etc.) or recognised charity.
- Grants cannot be used to fund religious or political activities.
- The maximum amount that can normally be applied for is £300, but this is subject to the discretion of the Council.
- Applicants are asked to provide a statement about the objective of the project/service, the benefits it is envisaged the project/service would bring to the Community, and any other information they feel relevant.
- Applicants are asked to confirm if funding has been obtained from other sources. This will not prejudice the application; indeed projects in receipt of other (matching) funding will be welcomed.
- Applicants are asked to consider whether there are any ongoing maintenance costs and if so, advise the Council how these are to be met.
- The Council reserves the right to return to the applicant for additional information and/or clarification when deemed appropriate.
- Where funds are used to purchase equipment, the Council reserves the right to reclaim this equipment should the project terminate within 5 years of commencement (normally determined by the drawdown date of the funds).