

Whittingham, Callaly & Alnham Parish Council – Grant Fund Policy

Each year, WCA Parish Council allocates an expenditure budget from the annual precept in order to support local groups and organisations.

Grant funds are allocated based on the following factors: the annual precept set, the proposed use(s) of grant funds, the number and age groups of the organisation's members, the direct benefit to Whittingham, Callaly & Alnham Parish residents, and the level of money already in the organisation's funds.

A total figure for the Grant Fund will be agreed by the Parish Council as part of the budget each new financial year which runs from April to March.

Fund Criteria

WCA Parish Council awards grants annually, at its discretion, to local organisations who can clearly demonstrate a need for financial support in order to directly benefit the residents of the Parish by:

- Providing a service,
- Enhancing the quality of life,
- Improving the environment,
- Promoting the Parish in a positive way.

Grant Fund Applications will only be considered where an organisation can be described as one of the following:

- An organisation serving the needs of the residents of the parish area,
- A project or event requested by the residents of the Parish which will be beneficial to the local community,
- A local club, association or charity serving a specific section of, or the community as a whole,
- A not-for-profit organisation which serves the needs of the residents.
- Organisations with an income of less than £5000 per annum
- Organisations not in receipt of funding from WCA Parish Council in the current funding window

Application Process

1. Only applications made on the WCA Parish Council Grant Application Form will be considered.

The Grant Application Form is found below.

- The correctly dated Application should be returned within the bi-annual submission windows in December and June
- All applicable fields on the Grant Application Form should be completed.

2. Applicants are required to provide their contact details, the area their organisation covers, the number of local residents benefiting from the funding and a clear rationale for the proposed bid.

3. Applicants are required to provide a copy of their organisation's previous year's accounts or, for new initiatives, a budget forecast. Failure to provide this information will delay decisions and may lead to funding being refused.
4. Grant Applications will be considered and decided at the WCA Parish Council meetings in January and July of each year.
5. Confirmation of the application decision will be sent to the named person on the Grant Application Form.
6. If an application is successful, the funding will be awarded by on-line bank transfer.
7. There is a requirement to submit evidence of how Grants Funds were used and an evaluation of the project. For example, photographic evidence, feedback from beneficiaries, number of participants, copies of receipts etc.
8. All successful Grant award organisations are invited to the WCA Parish Council Annual Meeting to share in person how the Grant Funds were used.

Data Protection

All data regarding grant funding will be kept and used in line with our current Data Protection, Transfer and Disposal Policy.