

Weston in Gordano Parish Council

Grant Awarding Policy

Introduction

Weston in Gordano Parish Council (the council) will consider applications for grant aid to support community organisations providing services and/or facilities for the benefit of the residents of the Parish of Weston in Gordano.

The Council will not consider applications from an individual seeking financial backing.

Criteria

1. Applications will only be considered from non-profit making organisations.
2. There is no upper or lower limit for grant applications but generally they will be above £50 and below £1,000.
3. Applications must be in writing and provide details of the benefits to the residents of the Parish.
4. Applicants must demonstrate a clear need for financial support and provide a copy of their latest audited accounts (organisations just starting up must provide basic financial information showing how they are to be funded).
5. Applicants must provide details of other sources of funding and fund raising initiatives undertaken or to be organised – documentary evidence should be provided of the financial backing to be provided by other sponsors.
6. An organisation may only make one application for a grant in a financial year.
7. Grants will not be made retrospectively.

Procedure

8. Applications should be submitted in writing to the Clerk.
9. The Clerk will check that the application meets the above criteria and will then include the application on the agenda of the next Council meeting.
10. The Clerk will advise the applicant of the date and time of the meeting when their application will be considered.
11. The Council will consider the application and make a decision.
12. The Clerk will communicate the decision of the Council in writing within two working days of the Council meeting.
13. Where the application has been successful, the Clerk will advise the applicant of the payment arrangements and request a receipt for the payment from the applicant.
14. When the funds have been used, the applicant will provide feedback to the Council on the benefits provided to the local community.
15. In the event that the project/scheme not proceeding the grant must be returned to the Parish Council.