



# Waldringfield Parish Council

## PARISH COUNCIL GRANTS – POLICY AND PROCEDURES

### POLICY

Waldringfield Parish Council has established a General Grants Fund (the balance of which may roll forward from year to year) and, at its discretion, may award grants to community organisations within the Parish boundaries which are able to show that their activities provide benefit to the local community through:

- providing or enhancing a service
- improving the quality of life in the village
- enhancing the environment
- positive promotion of Waldringfield itself.

### Restrictions

- Applicants must be non-profit making or charitable in their primary function.
- No grants will be given to individuals.
- As a general rule, grants will not exceed 50% of the project cost or activity, except where the organisation or project is very small and dependent on the Council's funding and the activity is central to one or more of the Council's core objectives.
- As a general rule, no grant will be made retrospectively.
- As a general rule, only one grant will be made to any organisation or group in any financial year.

### PROCEDURES

- The sum to be allocated to the Council's Grants Budget will be set annually as part of the Council's budget-setting process.
- Applications may be made at any time, but requests for grants for the following financial year stand a better chance if made by 30<sup>th</sup> September of the current financial year. This is so that requests may be considered in a timely fashion as part of the Council's budget-making process.
- This scheme will be publicised, from time to time, in the newsletter, on the Parish website (details at the top of the page) and on the Parish noticeboards.
- A copy of the organisation's latest annual set of accounts will be required to support any application for £100 and over.
- If a grant is made, a copy of the following year's set of accounts will be required for audit purposes.
- Whilst the decision to award a grant from the general grant fund may be made at any point in the year, such decisions will generally be taken each October and March, when all current eligible applications will be considered together.
- All applicants will be advised in writing of the success or failure of their applications.
- The application form should include a description of the aims and purpose of the organisation/project, the beneficial extent to residents (approximate number) and why this funding is needed. Absence of this information may jeopardise the success of the application.
- In reaching its decision, the Council will take account of the annual turnover of the organisation, its existing reserves (and the purposes for which they are held) and its ability and efforts to raise funds by other means.

For reference, Section 137 of the Local Government Act 1972 gives the power to the Parish Council to 'incur expenditure for certain purposes not otherwise authorised', as long as it 'is in the interests of, and will bring direct benefit to, their area or any part of it or all or some of its inhabitants.' There is, however, a limit. The figure for 2023-24 is £9.93 per person on the electoral role.

***Reviewed and approved at the meeting on 16 May 2023.***