

## **GREAT WILBRAHAM PARISH COUNCIL**

### **GRANT AWARDING POLICY**

Great Wilbraham Parish Council has money available to be awarded in grants to organisations for projects that will be of benefit to the residents of our Parish. This policy document has been drawn up to demonstrate a fair and transparent process for grant awards.

To qualify for a grant, an organisation must first complete a grant application form and submit it to the Parish Clerk. The applicant must be able to demonstrate that any funding provided by the Parish Council will be of benefit to the Parish or its inhabitants. The Parish Council will not normally make grants to organisations outside of the Parish unless it can be demonstrated that there are direct benefits to the Parish. However, the village has an unusual situation since the Memorial Hall and Recreation Ground are owned by a Trust for the benefit of the residents of Great Wilbraham, Little Wilbraham and Six Mile Bottom. This means Grant Applications for the Recreation Field and Memorial Hall will be for the benefit of more than the residents of Great Wilbraham and contributions from Little Wilbraham Parish Council might be appropriate.

Other factors that the Parish Council will take into account when considering a grant application include : -

- Whether the Parish Council has the power to make this grant
- Whether the applicant has demonstrated some degree of fundraising on a “self-help” basis
- Whether the applicant has applied to other bodies for funding for the same project

Where possible, grant applications will be considered by the Finance Committee in the first instance prior to the grant applications being considered at Full Parish Council Meetings. A calendar of meetings can be found on our website at [www.wilbrahams.co.uk](http://www.wilbrahams.co.uk) or by contacting the Clerk on 07887813702. Grants can only be awarded by resolution of the Full Council and are dependent on the availability of funds and the suitability of the application. Grants will not be made retrospectively and cannot be made to individuals.

Grants maybe be for an ongoing requirement such as funding support for the Parish Magazine. This should be specified on the application form but even then, the grant should be for a defined number of years after which reapplication will be necessary.

#### **PROCEDURE**

1. Grant requests must be supported by a completed Great Wilbraham Parish Council Grant Application Form.
2. Completed Application Forms and any supporting documentation should be either posted to the Parish Clerk at 18 Orchard Road, Melbourn, Royston, SG8 6HL or emailed to the Clerk via [clerkGW@wilbrahams.co.uk](mailto:clerkGW@wilbrahams.co.uk).
3. The Parish Council would welcome a representative at the relevant meeting to

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answer any questions which may arise whilst the grant is being considered.

4. If successful, the grant is made in a single payment.
5. After the grant has been awarded, the Parish Council requires feedback in the form of a statement of how the money was used.
6. Details of which organisations have received a grant during the year are included in the Finance report given at the Annual Parish Meeting each year.

If you require any further information, please contact the Clerk on 07887813702. These guidelines and the Grant Application Form can also be downloaded from the Parish Council website [www.wilbrahams.co.uk](http://www.wilbrahams.co.uk).