



**LONG WITTENHAM PARISH COUNCIL**  
**GRANTS POLICY**  
**including APPLICATION and**  
**FEEDBACK**  
**FORMS**

**Adopted 13<sup>th</sup> October 2022**

# Council Grants

The objective of this Grants Policy is to provide Long Wittenham Parish Council (the 'Council') information and objectives when responding to requests for grants, as all grants come from the Parish Precept which is part of the Council Tax. Council and applicants need to be aware that Council has a limited amount available each year to provide grants. All grants are at the discretion of Council and it should not be assumed that by submitting the application and supporting documentation that a grant will be made. It may be the case that the Council will only approve part of the requested amount and/or subject to conditions. Typically the Council will only provide a grant of 50% of the Total Cost of the project.

Grants are allocated throughout the year, but are subject to availability of budget. If the Council agrees to provide funds, the date of payment may be subject to any pre conditions set by the Council having first been complied with. In order to ensure your application is considered, please return this form to the Parish Clerk, together with any supporting documentation. Incomplete applications and those where the required supporting documentation is not provided will not be considered. Applications are only considered at Council Meetings. It is possible that the Council will require additional information; it is your responsibility to ensure that you allow sufficient time between the date of your application and the date by which the funds are required. Please note that Applications submitted with the 7 days prior to the next Council Meeting may not be considered until the following meeting. Dates of meetings are publicised on the Long Wittenham website ([longwittenham.com](http://longwittenham.com))

Applications should be made for a specific purpose and not for generic purposes. If awarded, the grant may only be used for the purpose(s) specified by the Council. If not specified by the Council it may only be used for the purpose(s) set out in the application.

The Council may request the applicant/s to make a presentation outlining the project proposed and the benefits accruing to the community prior to the award of the grant.

Organisations awarded grants for specific capital expenditure must produce proof of expenditure within 12 months of receiving the grant. Any grant not spent within 12 months must be returned.

Non-capital expenditure – i.e. for an event or forming a new community group, must be returned if the event is not held or the group not formed.

Evidence of the benefit to the community from the grant must be submitted to the Council within 12 months of expenditure.

The Parish Council should be included in any publicity material.

## **Eligibility:**

- Only one grant will be awarded to an organisation in any one year, unless there are exceptional circumstances.
- Recipients of grants must be: non-profit making and must be able to show that the grant benefits (although does not have to be exclusively) persons living in Long Wittenham. Grants may be approved subject to such conditions as the Council sees fit (e.g. matched funding requirements).
- Membership of applicant organisations must be open to all residents of Long Wittenham, although some restrictions may be considered (e.g. restrictions based upon age) where full details will be required.
- The Council will not support applications for revenue expenditure. Revenue expenditure covers day to day running expenses such as rates, gas or electricity costs; grounds maintenance; salaries; or rent/hire costs.
- Grants will not be considered for individuals.
- Grants to churches or other religious establishments can be made but not to promote religious activities or for purposes which would only benefit church members and other religious organisations.

- Grants cannot be made where another authority/central government has a statutory obligation to supply funding, for example the Local Education Authority, Social Services.
- National charitable appeals will only be considered when organised on a local basis by Long Wittenham residents and only in exceptional circumstances.
- A copy of the organisations latest bank statement may be requested.
- Applicants will be required to demonstrate they are working towards becoming self sustaining without reliance upon regular grant funding from the Council.
- All grant recipients will be required to complete a report detailing the outcome of the grant within 12 months of receipt, by completing the Grant Feedback Form. They will also be required to attend the next following Annual Parish Meeting with a display showing the use to which the grant moneys have been used and be prepared to answer questions from Councillors and the general public as regards their activities

**NOTE: All applications to be submitted using the Parish Council's application form (below) or request a paper copy from the Parish Clerk. Any documentation specified in the application form MUST accompany the Application. The Council may request additional information prior to giving the Application full consideration, this could include a Statement of Accounts, a copy of the organisations latest bank statement, and/or any other documentation.**

While applications will be considered from different and distinctly separate groups which are also part of a larger overall group, the applicant may be asked to provide their own separate financial accounts. In addition the Council will look at the overall sums being sought by the larger overall group when making its decisions.

Where an applicant organisation is newly formed or in existence less than 12 months, forward plans and financial projections may be requested in place of accounts (see note 4 below).

Failure to provide all required information could result in no grant being made. Under most circumstances, the Council will only consider the information submitted at the time of the application and not revert to the applicant for further information. It is therefore in the interests of any applicant to ensure their application contains the fullest possible information.

Failure to comply with the above guidelines and requirements will normally result in the Council making no award at all.

## GRANT APPLICATION FORM

### NAME OF ORGANISATION

|                                                                                                                                                                       |        |
|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------|--------|
| Applicant's details:<br><br>Name:<br>Address:<br><br><br>Telephone number (for daytime contact):                                                                      |        |
| Aims and Objectives of the Applicant Organisation                                                                                                                     |        |
| Question                                                                                                                                                              | Answer |
| 1. For what purpose is the grant required?<br><br>See notes 1,3 and 7                                                                                                 |        |
| 2. Full estimated cost of above:<br><br>See notes 2 and 3                                                                                                             |        |
| 3. Amount of grant requested:<br>See note 7 for grants totalling more than £5,000                                                                                     |        |
| 4. How will you be funding the difference between the estimated cost and grant amount? Full details to be provided                                                    |        |
| 5. Please explain why you consider the above purposes to be a priority to your organisation and your plans in that regard if this grant application is not successful |        |
| 6. (a) Number of people who will benefit from the grant?<br>(b) How many of the above live in Long Wittenham?                                                         |        |
| 7. Please give details of who will benefit from the grant and how the purpose will benefit the residents of Long Wittenham                                            |        |
| 8. Are there any current balances in your accounts being retained for specific accounts If yes, please provide full details.                                          | YES/NO |

|                                                                                                                                                                                                                      |                   |
|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-------------------|
| 9. Has your organisation previously applied to the Parish Council for grant aid?                                                                                                                                     | YES/NO            |
| 10. Were you successful in obtaining grants from the Council in any of the past 5 years?                                                                                                                             | YES/No<br>Amount: |
| 11. If answer to Q10 is yes, please state the month and year in which your grant was awarded and the purpose of the grant(s) and confirm you complied with all conditions relating to the grant(s)<br><br>See note 5 |                   |
| 12. Have any grants from alternative sources been applied for? If yes, please give details                                                                                                                           |                   |
| 13. Is membership of the applicant organisation open to all residents of Long Wittenham? If no, provide full details of any restrictions on membership<br><br>See note 5                                             | YES/NO            |
| 14. Provide details as to how the applicant organisation is seeking to become self sustaining without recourse to regular grant funding<br><br>See note 6                                                            |                   |
| 15. Please state any further information in support of your application<br><br>See notes below                                                                                                                       |                   |
| 16. Successful grants will be paid by bank transfer. Please provide the bank account name, sort code and bank account number.                                                                                        |                   |

The applicant confirms that they have read the Council's grant policy and that all grants are at the sole discretion of the Council and that grants may be awarded subject to conditions.

Signature\_\_\_\_\_

Name of signatory\_\_\_\_\_

For and on behalf of (name of applicant organisation)\_\_\_\_\_

Date\_\_\_\_\_

Application continued overleaf:

Documents enclosed with this application:

|                                                         |        |
|---------------------------------------------------------|--------|
| Latest annual accounts                                  | Yes/No |
| Evidence of proposed expenditure and costing            | Yes/No |
| Evidence of other grants obtained for the above purpose | Yes/No |
| Forward plan/Financial projections                      | Yes/No |
| Plans for future self sustainability                    | Yes/No |
| Other documents submitted – please detail               |        |

Notes:

1. Where the grant is to support the construction of new, extension to, or maintenance of buildings, copies of the applicable plans and building quotes should be provided. A forward plan in relation to the new or extended building should also be provided including future usage and financial viability and working towards becoming self sustaining without reliance upon grant income
2. Where the grant is to support the purchase of equipment or machinery, please provide a copy of any quotes received or other evidence to show the cost of the items. Information as to the anticipated useful life of the equipment/machinery should be provided.
3. Where the application is in respect of a grant for new or extensions to buildings or the purchase of new equipment, applicants should provide details of their policies with regards to the future maintenance and replacement of the same in the future (e.g. sinking funds). Also confirm whether any new/extended buildings will be available for use by other residents of Long Wittenham (it is accepted that the applicant may charge for that use)
4. Where an applicant organisation has been in existence less than 12 months or is a start up organisation such that no accounts can be provided the applicant may be asked to provide a forward plan and financial projections indicating how the applicant will be seeking to become self sustaining without reliance upon grant income.
5. Where there are restrictions on membership, these must comply with all applicable legislation (e.g. Equalities Act 2010) and be reasonable in relation to the aims and objectives of the Organisation.
6. Where applicants have received grants from the Council in the past the Council will require details as to how the organisation is seeking to become self sustaining without reliance upon grant income. These plans will be taken into account when considering grant applications although it is accepted that some organisations may not have the opportunity to raise other income.
7. For all grant applications in excess of £5000 the applicant should provide the latest accounts and a forward plan and financial projections indicating how the applicant will be seeking to become self sustaining without reliance upon grant income.

# Grant Feedback Report

**Grant awarded to (organisation or individual) :**

**Date awarded:**

**AMOUNT AWARDED: £**

**Background Information about your organisation**

**What were the aims of your grant bid?**

**Please report on what has been achieved?**

**What do you plan to do next? (if grant not fully used)**

**When did the work/project start and finish?**

**Who has benefited? Give names of organisations, numbers of peoples involved etc, types of activities. Please give as much detail as possible**

Financial breakdown:

What did you spend your grant on? Please be as specific as possible

| Materials / services | Cost £ |
|----------------------|--------|
|                      |        |
|                      |        |
|                      |        |
|                      |        |
|                      |        |
|                      |        |

**Form completed by**.....

**Position in organisation**.....

**Date**.....