



West Swindon Parish Council

**Grant Awarding
Policy 2025**

Adopted 20th May 2024

Community Grants Policy

1 Definition

- 1.1 A grant is any payment made by the Council to be used by an organisation for a specific purpose that will benefit residents of West Swindon Parish, and which is not directly controlled or administered by the Council. Applications will not be considered from private organisations operated as a business to make a profit or surplus.

2 Council's priorities for awarding grants

- 2.1 The Council awards grants, at its discretion, to local groups and organisations which can demonstrate a clear need for financial support to benefit the parish by:
- a providing a service to West Swindon residents
 - b enhancing the quality of life of West Swindon residents
 - c improving the environment within the Parish
 - d promoting West Swindon Parish in a positive way.

3. Grant application process for awards under £250

- 3.1 Organisations wishing to receive funding of less than £250 should contact the Clerk for advice. Most grant applications under £250 will be able to be considered as an activity within the Parish Council's Clean and Green fund and will not require formal approval. The organisation must be either non-profit or charitable. Applications will not be considered from private organisations operated as a business to make a profit or surplus. If the Clean and Green Fund does not apply, grants of £250 or less may be awarded at the discretion of the parish council at any time of the year.
- 3.2 Clean and Green funding applicants should contact the Parish Office with details of their purchase/funding requests. Each request will be dealt with on its own merits.

4. Grant application process for awards over £250

- 4.1 The Clerk will receive all applications, then collate all the necessary information from the applicants ready for presentation and discussion at the appropriate Council meeting.
- 4.2 Applicants will be required to complete an application form (see Appendix: Grant Application Form). All questions on the application form should be answered. Additional information which supports an application should also be provided.

- 4.3 In addition to the application form, organisations will be required to provide:
- confirmation of charity status/registration
 - confirmation of up to date public liability insurance
 - a copy of your organisation's constitution, terms of reference or rules and
 - evidence of any other awards towards the project.
- 4.4 Grants applications will be considered at Full Council in June and September.
- 4.5 Grant application periods are as follows:
- Round 1 opens Monday 19th May with the deadline for receipt of applications being Friday 6th June 2025.
 - Round 2 opens Monday 1st September with the deadline for receipt of applications being Friday 19th September 2025.
- 4.6 The Council will make the decision on which grants to award. All applicants will be contacted following the Council's decision.
- 4.7 The Council has a limited budget each year and guidance can be given to applicants on how much money is likely to be available in a specific financial year.
- 4.8 Grants will not be made to individuals although purchases may be made for a local group, or group of individuals through the clean and green fund. No amounts will be given to individuals direct.
- 4.9 Grants will not be made retrospectively.
- 4.10 Applications will not normally be considered from national organisations or local groups with access to funds from national "umbrella" or "parent" organisations, unless funds are not available from the national bodies, or the funds available are inadequate for a specific project.
- 4.11 An organisation should have a bank account in its own name with two authorised representatives required to sign each cheque.
- 4.12 The administration of and accounting for any grant shall be the responsibility of the recipient. All awards must be properly accounted for and evidence of expenditure should be supplied to the Council as requested.
- 4.13 Only one application for a grant will generally be considered from each organisation in any single financial year however for exceptional projects, applicants should contact the Clerk for advice.
- 4.14 Ongoing commitments to award grants or subsidies in future years will not be made. A fresh application will be required each year.
- 4.15 Each application will be assessed on its own merits within the funding round it has been allocated to.

- 4.16 The Council may make the award of any grant or subsidy subject to such additional conditions and requirements as it considers appropriate. The Council reserves the right to refuse any grant application which it considers to be inappropriate or against the objectives of the Council.
- 4.17 Any grant must only be used for the purpose for which it was awarded unless the written approval of the Council has been obtained for a change in use of the grant money, and that any unspent portion of the grant must be returned to the Council by the end of the financial year in which it was awarded.
- 4.18 The Council may make the award of any grant or subsidy as it considers appropriate in the event of any unforeseen urgent event.
- 4.19 Those in receipt of a formal grant will be required to sign a Grant agreement and follow the conditions therein. This will include a formal submission of expenditure and receipts as well as a progress/outcomes report.

Note: Ineligible Grants Applications

The Parish Council will not fund

- Activities of a religious nature or connected directly to religious beliefs or of benefit to religious institutions
- Activities that do not specifically and solely benefit residents of West Swindon (ask the Clerk for advice if your project is not specific to the residents of West Swindon)
- Activities that seek funding retrospectively of date of the grant approval process
- Funding that cannot be itemised within the grant funding period or specified proportionally on the amount that will be of benefit to West Swindon residents.

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Grant Application Form

Date:	
Name of Organisation	
Name of contact person	
Organisation Address and contact number	
E-mail for organisation	
How long has your organisation has been active?	
Please tick the boxes to confirm you are submitting all of the following with your completed application:	Governing Document e.g. Constitution/Terms of Reference ☐
	Management Group or Committee Membership details ☐
Annual Turnover of your organisation	£
Your Grant Project:	
Name of project or activity?	
<u>Who</u> is it for? and <u>where</u> is it happening? (500 words max.)	<i>E.g what neighbourhood?, age group? community of interest?</i>
How will residents in West Swindon benefit from this? (500 words max.)	<i>Describe the benefits to West Swindon residents:</i>
When you aim to start and finish?	
What funding are you requesting from the Parish Council?	<i>List of items and amounts:</i>
Please detail any match funding you will bring to the project e.g. donations, in kind funding, volunteer hours.	
Thank you. Please return your form in person, post or email to: Grants, West Swindon Parish Council, to the contact details at the top of the form	