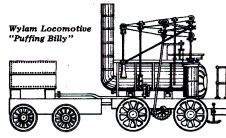


# WYLAM PARISH COUNCIL



## GRANT AWARDING POLICY

### BACKGROUND

This Policy is designed to help and guide local organisations, clubs and societies based or operating in the Parish of Wylam to make grant applications to the Parish Council.

All grant applications will be considered at a full Parish Council meeting. Each application will be assessed on its own merits and will be considered along with other applications at that meeting. To ensure as fair a distribution of funding as possible, the Parish Council will take into account the amount and frequency of previous awards.

### WHO CAN APPLY?

1. Any organisation can apply, provided that it
  - Has a bank account;
  - Is voluntary and/or non-profit making;
  - Can demonstrate the need for financial assistance;
  - Operates or is based within the parish of Wylam and will benefit Wylam residents;
  - Operates with no undue restrictions as to membership.
2. Applications from religious groups will be considered where the benefits to the wider community can be demonstrated irrespective of their religious beliefs.
3. New organisations may apply provided that they aim to meet the criteria above.
4. The Parish Council will not normally award grants to:
  - National Charities
  - Private organisations or businesses making a profit or a surplus.
  - Local groups whose fundraising is sent to a central HQ for redistribution.
  - Individuals.

## **GUIDANCE FOR APPLICANTS**

Wylam Parish Council has wide powers to offer appropriate organisations both revenue support for their activities and capital grants.

1. It is a condition of any grant award that the project must bring direct benefit to the Parish of Wylam and its residents.
2. The application must relate to a specific item of expenditure or project, not day-to-day running costs. The grant may only be used for the purposes for which it was obtained.
3. Only one award will be made per group per year but exceptions may be made at the discretion of the Council. Ongoing commitments to fund future years will not be given. A new application should be made each year.<sup>1</sup>
4. The amount of any grant awarded is at the discretion of the Parish Council. The Parish Council may make the award of any grant subject to such additional conditions and requirements as it considers appropriate.
5. Grants cannot be made retrospectively.
6. The offer of the grant will be publicised in the Minutes of Parish Council meetings.
7. The Parish Council reserves the right to refuse any grant application which it considers to be inappropriate or contrary to the objectives of the Parish Council.

## **HOW TO APPLY**

1. Applications should be made on the enclosed application form.
2. Application forms, information and supporting documentation should be sent to:  
**The Clerk to Wylam Parish Council,  
Wylam Institute, Church Road, Wylam NE41 8AP.**
3. Each application will be acknowledged with an indication of a likely decision date.
4. All decisions made by Wylam Parish Council are final.

---

<sup>1</sup> Currently Wylam Institute and the Wylam Community Playing Fields Association receive an annual maintenance grant. An exception is made as these organisations provide services which might otherwise be provided directly by the Parish Council.

## **WHAT TO DO AFTER RECEIVING YOUR GRANT**

1. Organisations receiving grants must acknowledge the assistance provided by Wylam Parish Council in all publicity relating to the grant.
2. After receipt of grant, your organisation must demonstrate how the grant has been spent and publicised (copies of receipts, publicity).
3. In the event that the conditions of grant are not fulfilled, or the grant has not been used for the purpose(s) specified or if the organisation ceases to exist, Wylam Parish Council reserves the right to recover any grants given and/or moveable equipment purchased.
4. The successful applicant agreed not to dispose of any items purchased with Parish Council grant aid without the written consent of Wylam Parish Council.

### **Procedure Adoption and Review History**

<b>Adopted at Wylam Parish Council Meeting on</b>	<b>08 June 2015</b>
<b>Next Review due</b>	<b>June 2016</b>