



## **West Coker Parish Council Grant Awarding Policy and Procedure**

Adopted:

Next review:

### **WEST COKER PARISH COUNCIL GRANT AWARDING POLICY AND PROCEDURE**

This policy has been drawn up to demonstrate a fair and transparent process for awarding grants.

West Coker Parish Councils' annual budget includes a sum of money for grants for projects that will be of benefit to the residents of the Parish.

Any organisation wishing to apply for grant funding must fill in a grant application form and submit it to the Clerk. The applicant must demonstrate that any funding provided by the Parish Council will be of benefit to the residents of the Parish. The Parish Council will not normally make grants to organisations outside of the Parish unless there are direct benefits to the Parish or its residents.

On receipt of a grant application, the Parish Council will consider:

- Whether the Parish Council has a statutory power to make the grant.
- Depth of information supporting the 'need' for the grant.
- Whether the applicant is income generating or providing a free service.
- If the applicant is income generating through their activities, an understanding of the applicants group structure and/or membership and associated fee structure (if applicable).
- The financial position of the applicant (bank statements and/or full accounts). A group bank account will usually be required to deposit any funds granted.
- Match-funding opportunities.
- Whether the applicant has applied to other bodies for grant funding for the same project.

## PROCEDURE

1. Grant requests must be on a completed West Coker Parish Council Grant Application Form.
2. All requests must include the necessary supporting documentation listed on the application form.
3. Completed application forms and documentation should be posted to the Parish Clerk c/o 25 Helena Road, Yeovil, Somerset BA20 2HQ, or an electronic copy to [clerk@westcoker-pc.gov.uk](mailto:clerk@westcoker-pc.gov.uk) .
4. Applications will usually be considered at the full parish council meeting each November (pre-budget setting) and awarded by resolution. Successful applicants receiving grant monies in the following April (after receipt of the precept).
5. Smaller grant requests may be considered at the next full parish council meeting, if funds are available to meet the request.
6. Applicants may be required to attend the meeting to answer any questions councillors may have.
7. The Council requires all recipients of Grants to provide a written report of how the grant money has been used. It may take the form of an annual report or set of accounts that clearly identify the manner of spending.
9. This policy and procedure can be viewed on the Parish Council website [www.westcoker-pc.gov.uk](http://www.westcoker-pc.gov.uk) . Should you require any further information please contact the Clerk on 07712 398985 or email [clerk@westcoker-pc.gov.uk](mailto:clerk@westcoker-pc.gov.uk) .

Signed.....

Chairperson for West Coker Parish Council

Date.....