



# Windlesham Parish Council

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## GRANT AWARDING POLICY 2018

**Grants may be awarded to Qualifying Organisations during the current financial year, at the discretion of Windlesham Parish Council, to enable the organisations to undertake voluntary and community sector activities.**

**Windlesham Parish Council will consider the allocation of grants to qualifying organisations against transparent and consistent criteria.**

**Grants will be determined by Windlesham Parish Council in September and February of each year and will follow a publicised timetable and application procedure.**

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A grant is an allocation of funds to a qualifying organisation during the current financial year, however:

- On-going commitments to award grants will not be made.
- A fresh application will be required for each grant application made
- Only **one application for each type of grant** will be considered from any one organisation **in any one financial year.**
- Grants will not be made retrospectively

There are three types of grant, the General Grant, the Open Spaces Maintenance Grant and Councillors Community Pride Grant.

**A General Grant** is payment made by the Parish Council to a qualifying organisation for a specific purpose that will benefit the Parish, or residents of the Parish, and which is not directly controlled or administered by the Parish Council. **A maximum of £3,500 can be applied for.**

**Open Spaces Maintenance Grants** are for the maintenance of Open Spaces including ancillary facilities essential to their use. **A maximum of £3,500 can be applied for.**

**Councillors Community Pride Grant** – this is a small fund allocated to individual Councillors to support a worthy cause at the Councillor's discretion. Each village has £6,000 allocated to it, so this year, each Councillor will have a maximum of £1,000 to use for grants.

## QUALIFYING ORGANISATIONS

An organisation will qualify if it meets the following criteria:

- It is independent of any other commercial organisation and determines its own aims and objectives
- It is formally constituted with an approved signed written constitution and a management committee made-up of primarily of volunteers.
- It operates on a not-for-profit basis and exists for educational and charitable reasons only, from which its shareholders and trustees do not benefit financially.

- It provides activities that benefit the residents of Windlesham Parish, specifically it:
  - is based in the Parish of Windlesham and delivers services to the people of Windlesham Parish, or
  - is based outside of the Parish of Windlesham but provides services to the people of Windlesham Parish.

### **GRANT AWARDING CRITERIA**

Each application for funding will be assessed on its own merits and reviewed against the following criteria:

- a. Number of residents directly benefiting from the grant
- b. The quality and effectiveness of services provided by the qualifying organisation
- c. The financial management of the qualifying organisation including the provision of signed accounts
- d. The ability of the organisation to attract new sources of funding
- e. Whether the organisation has transparent objectives, performance monitoring<sup>1</sup> and risk assessment<sup>2</sup> procedures
- f. The ability of the organisation to meet new community needs
- g. The amount and frequency of previous awards

### **APPLICATION PROCEDURE**

#### **GENERAL GRANTS AND OPEN SPACES MAINTENANCE GRANTS**

Qualifying organisations applying for grants under £1,000 must complete an application form and submit a copy of their constitution.

Qualifying organisations applying for grants over £1,000 must include:

- a. A completed application form
- b. A copy of the written constitution
- c. Copies of their last financial year-end accounts
- d. A copy of their latest bank statement
- e. A copy of the lease where the grant relates to property matters

And where the grant is £3000 or more must also include:

- f. Confirmation that the organisation has robust tendering regulations, specifically a minimum of three quotes/tenders. The Parish Council reserves the right to request proof of the tendering process.
- g. Where the organisation is applying for a grant in relation to tree surgery or maintenance, an up to date tree survey or tree management plan must be submitted with the application

#### **COUNCILLOR COMMUNITY PRIDE GRANTS**

Organisations wishing to apply for Councillor Community Pride Grants must in the first instance discuss their requirements with the individual Councillor. Once the Councillor has agreed to support the application, a short application form will need to be completed and submitted via the Councillor.

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<sup>1</sup> Performance monitoring will be proportionate to the amount of funding support awarded and should be used to demonstrate achievement.

<sup>2</sup> There are various risks associated with funding support and qualifying organisations will be encouraged to carry out risk assessments to identify possible areas of concern, including audit processes, internal control processes and safeguarding of users. Risk assessment monitoring will be proportionate to the amount of funding support awarded.

## **GRANT APPLICATION TIMELINES – GENERAL AND OPEN SPACES MAINTENANCE GRANTS**

### **Round 1 applications**

Open 1<sup>st</sup> June 2018, close 31<sup>st</sup> July 2018. Grants discussed at September Full Council and awards made in October.

### **Round 2 applications**

Open 1<sup>st</sup> October 2018, close 31<sup>st</sup> December 2018. Grants discussed at February 2019 Full Council and awards made in March 2019.

## **COUNCILLOR COMMUNITY PRIDE GRANTS**

Open all year – but no grants can be processed after 15<sup>th</sup> March 2019 for this financial year.

## **SUCCESSFUL APPLICATIONS**

A grant award must only be used for the purpose stated on the application. If the organisation is unable to use the money, or any part of it, within the financial year awarded for the purpose stated, then Windlesham Parish Council reserve the right to require unspent grant monies to be returned to the Parish Council.

All successful applicants for grants of over £1,000 will be asked to complete a monitoring form which will be provided at the time of grant payment and the return deadline will be advised.

Organisations receiving grants are required to advise their users/members that the grant has been received from Windlesham Parish Council and to positively publicise the grant award in its marketing literature.

## **EMERGENCY FUNDS**

Qualifying organisations may apply for emergency funds at any point in the current financial year. Each application for emergency funding will be assessed on its own merits.