

## WINDLESHAM COMMITTEE GRANT AWARDING POLICY 2023-2024

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

The Windlesham Committee have resolved that all Grants for the year 2023-2024, will be determined on a quarterly basis at each meeting of the Committee and will be subject to a maximum £3,500 per project.

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

All grants will be determined by Windlesham Parish Council's Windlesham Committee at each meeting of the Committee.

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 two applications from any one organisation will be granted in any one financial year.
- Grants will not be made retrospectively

**A 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.

## HOW TO APPLY FOR A GRANT

Type of Grant	Eligibility Requirements	Application Procedure	Grant Application Timetable
<b>Grant Under £500</b>	None  See page 4 for Terms and Conditions	This grant is only open to all community groups and those wishing to apply must complete a short application form.	Open all year round and considered on a quarterly basis at each meeting of the Committee. Awards will be made within two weeks of the meeting.
<b>Grant Between £500 - £1000</b>	Meet the qualifying criteria on page 3.	Complete an application form and submit a copy of their constitution.	Open all year round and considered on a quarterly basis at each meeting of the Committee. Awards will be made within two weeks of the meeting
<b>Grant Over £1000</b>	Meet the qualifying criteria on page 3.	<p>Qualifying organisations applying for grants over £1,000 must submit an application form and include:</p> <ul style="list-style-type: none"> <li>A completed application form</li> <li>A copy of the written constitution</li> <li>Copies of their last financial year-end accounts.</li> <li>A copy of their latest bank statement</li> <li>Details of the extent to which funding has been sought or secured from other sources or own fund-raising activities.</li> <li>A copy of the lease where the grant relates to property matters.</li> </ul> <p>If the grant is £3000 or more must also include: 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.</p> <p>If 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</p>	Open all year round and considered on a quarterly basis at each meeting of the Committee. Awards will be made within two weeks of the meeting

## GRANT TERMS

### QUALIFYING CRITERIA

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 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:

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

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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.

## CONDITIONS OF RECEIPT

- 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 grants must be publicly recognised, through publicity/marketing material or a documented public acknowledgement of event sponsors. Any building or refurbishment projects receiving a grant over £10,000 must also acknowledge the Parish Council grant by way of a wall plaque or the inclusion of the Parish Council name on a sponsors board. Failure to meet this requirement will result in the receiving organisation being excluded from any subsequent Parish Council funding for a twelve-month period.

## MONITORING PROCESS

- 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.
- All successful applicants may be required to provide evidence of a public acknowledgement for the funding received. Failure to provide this will result in the receiving organisation being excluded from any subsequent Parish Council funding for a twelve-month period.