

Burton & Winkton Parish Council

Grant Awarding Policy



1. Aims and Purposes of the Policy.

Burton & Winkton Parish Council have the power to offer groups, clubs and charities in the village the opportunity to apply for grants. This policy sets out the parameters within which the Parish Council can offer that support.

2. Who Can Apply for a Grant?

Groups, clubs, charities or not-for-profit organisations, based in the villages of Burton & Winkton. Groups based outside this area must be able to prove that their work benefits a significant section of the parish. We cannot offer grants to schools or religious organisations (except for open churchyard maintenance) and will not accept applications from individual residents or commercial organisations, political parties or lobbying groups or associations, or national charities. Requests for grants will be considered from Parent/Teacher Associations where the funding will meet a need not ordinarily covered by school funding (e.g. play equipment) but Grants for day-to-day running or maintenance costs will not be considered. Grants for projects that have already started will only be considered if the applicants provide strong evidence of the need for further funds.

3. Conditions.

- a. Applicants must prove that their activities, and the grant being requested, will directly benefit residents of Burton & Winkton.
- b. Groups must be formally convened, with a management committee and a constitution, or some form of governing document.
- c. Applicants will be expected to provide supporting information;
 - Current bank statements, income / expenditure sheets and, if possible a balance sheet
 - a description of what the funds will be spent on and when
 - evidence of an attempt to identify best value for the grant (e.g. 3 quotations).
- d. Grants are awarded at the discretion of the Parish Council, who will consider the request in line with the Parish Council's objectives.
- e. Any grant awarded must only be spent on the purpose it was obtained for. Any unspent grant should be repaid to the Parish Council.

4. Procedure.

- a. Applications must be made in writing to the Clerk (clerk@burtonandwinktonparishcouncil.gov.uk) on the application form available on the Parish Council website (www.burtonandwinktonparishcouncil.gov.uk)
- b. Following receipt of the application form and supporting documents, the request will be considered at the next meeting of the full council and applicants are advised within 10 working days if their application has been successful. Payment will be via bank transfer.
- c. Should the application be unsuccessful, the applicant will be informed in writing and reasons for refusal given.

5. GDPR

The Parish Council will process this application in line with our GDPR Guidelines.