



# Windlesham Parish Council

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## GRANT AWARDING POLICY 2020-2021

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.

General grants and Open Space Maintenance grants will be determined by Windlesham Parish Council in November 2020 (see table below) and will follow a publicised timetable and application procedure. Community Pride and Village Event Grants, along with emergency fund requests\* are open all year round and will be considered at each meeting of the Full Council up to and including February 2021.

**\*Please note that funding requests for open space site security measures can be submitted as an emergency funding request.**

**Due to the COVID-19 pandemic this year's annual grant budget will NOT be split into two tranches.**

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 four types of grant, the General Grant, the Open Spaces Maintenance Grant, Community Pride Grants, and Village Event Grants.

**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.**

**Community Pride Grants** will enable individual Councillors to support local non-constituted groups or a worthy cause that does not qualify for the formal grant process. Each village will have £6,000 allocated to it. This year, Bagshot Councillors will have a maximum of £750 each, Lightwater Councillors will have a maximum of £857 each and Windlesham Councillors will have a maximum of £2,000 each, to use for grants. All Community pride grants will be subject to a maximum £1,000 per project whether from a singular Councillor or multiple Councillors.

**Village Event Grant** - this is a small fund accessible to local groups organising community events. The Parish Council has set aside £2,000 per village, per financial year, as a contribution towards the cost of running these events.

## HOW TO APPLY FOR A GRANT

Type of Grant	Eligibility Requirements	Application Procedure	Grant Application Timetable
<b>General or Open Spaces Maintenance Grant Under £1000</b>	Meet the qualifying criteria on page 3.	Complete an application form and submit a copy of their constitution.	Grant Window Opens: 1 <sup>st</sup> June 2020 Grant Window Closes: 30 <sup>th</sup> October 2020 Grants will be considered at the meeting of the Full Council in November 2020 and awards made in December 2020.
<b>General or Open Spaces Maintenance Grant Over £1000</b>	Meet the qualifying criteria on page 3.	Qualifying organisations applying for grants over £1,000 must submit an application form and include:  A completed application form A copy of the written constitution Copies of their last financial year-end accounts. A copy of their latest bank statement Details of the extent to which funding has been sought or secured from other sources or own fund-raising activities. A copy of the lease where the grant relates to property matters. 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. 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	Grant Window Opens: 1 <sup>st</sup> June 2020 Grant Window Closes: 30 <sup>th</sup> October 2020 Grants will be considered at the meeting of the Full Council in November 2020 and awards made in December 2020.
<b>Community Pride Grant Maximum £1000</b>	None See page 4 for Terms and Conditions	This grant is only open to community groups that are <b>NOT</b> formally constituted and therefore cannot apply for funding through the other grant funding streams available. Those wishing to apply must complete a short application form.	Open all year round and are considered at each meeting of the Full Council up to and including February 2021. Awards will be made within two weeks of the meeting.
<b>Village Event Grant (£6000 is available per village)</b>	See page 5 for Terms and Conditions	Complete an application form.	Grant window opens 1 <sup>st</sup> June 2020 Grant window closes January 31 <sup>st</sup> 2021  Grants will be considered at each Full Council meeting up to and including February 2021.

## **GENERAL MAINTENANCE AND OPEN SPACES GRANTS 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 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:

- 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 including the provision of signed accounts
- 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

### **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.

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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.

## **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.

## **COMMUNITY PRIDE GRANT TERMS**

### **QUALIFYING CRITERIA**

- Must be a local non-constituted group or worthy cause.
- 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 must have the full support of at least one Councillor.

### **CONDITIONS OF RECEIPT**

- A grant award must only be used for the purpose stated on the application. If the group 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.
- Where practical grants must be publicly recognised, through publicity/marketing material or a documented public acknowledgement of event sponsors

## **MONITORING PROCESS**

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.

## **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.

**Please note: Any requests for open space site security will be considered as emergency funding and can be applied for all year round. In exceptional circumstances, retrospective requests will be considered.**

## **VILLAGE EVENT FUNDING TERMS**

Historically Windlesham Parish Council has supported local community events either by means of grant funding when organisations have applied or by donating the use of Lightwater recreation ground. In recognition of the benefit that these events bring to their communities, the Parish Council has resolved to set aside £2,000 per village, per financial year, as a contribution towards the cost of running these events.

At the discretion of the Parish Council, each organisation responsible for coordinating these events can apply for a financial grant, free use of Parish Council land, or both. The grant or permission for use of the land will be determined by Council at each Full Council meeting up to and including February 2021 and will be based on the applications received from local organisations running community events.

## **APPLICATION & MONITORING PROCESS**

- Upon first application each organisation/group must submit an overview of the event, along with a breakdown of predicted costs.
- If an organisation/group receives funding from the Parish Council for a community event and wishes to re-apply the following year for the same event, a detailed breakdown of the costs incurred for the previous event must be provided. Additionally, proof of compliance with clause '2' in the conditions of receipt will be required. This can be achieved by submitting copies of the previous year's publicity which acknowledges the Parish Council.

## **CONDITIONS OF RECEIPT**

Organisations receiving a community event donation will be subject to the following:

- 1) The receiving organisation will not be eligible to apply for any other additional funding, including Community Pride grants, in support of the above community events during the financial year in which the donation is received.
- 2) It is a mandatory requirement that ALL donations are publicly recognised through publicity/marketing material or a documented public acknowledgement of event sponsors. Logos specifically for this purpose will be provided to recipient organisations. Failure to do so will result in the receiving organisation being excluded from any subsequent Parish Council funding for a twelve-month period.

## **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 ability of the organisation/group to attract other sources of funding