Wollaston Parish Council Parish Grant Agreements Policy

1. Introduction Wollaston Parish Council is committed to supporting local organisations and community initiatives that align with its strategic objectives and contribute to the well-being of its residents. This policy outlines the principles, eligibility criteria, and processes for awarding grants.

2. Purpose of Grants The purpose of grants is to:

- Support projects that benefit the residents of the parish.
- Encourage community development and engagement.
- Promote initiatives that enhance the quality of life in the parish.

3. Principles The Parish Council is guided by the following principles in awarding grants:

- **Transparency**: The grant application and decision-making process will be open and fair.
- **Accountability**: Organisations receiving funding must demonstrate how the grant is used and its impact.
- **Inclusivity**: Grants will be awarded to projects that benefit a wide range of residents, without discrimination.
- **Alignment with Objectives**: Funded projects must align with the Parish Council's priorities and goals.

4. Eligibility Criteria To be eligible for a grant, applicants must:

- Be a not-for-profit organization, community group, or charity.
- Operate within the parish or provide significant benefits to its residents.
- Demonstrate a clear need for financial support.
- Provide a detailed proposal outlining the project's objectives, timeline, and budget.
- Agree to comply with the reporting requirements set out by the Parish Council.

5. Exclusions The Parish Council will not normally award grants to:

- Individuals or commercial organisations.
- Political or religious activities, unless they contribute to the wider community.
- Retrospective funding for projects already completed.
- Projects that do not demonstrate tangible benefits to parish residents.

6. Application Process

1. **Submission**: Applicants must complete the Parish Council's grant application form and submit it by the specified deadline. (September 30th)
2. **Supporting Documents**: Applications must include:

- Project proposal.
- Budget breakdown.
- Latest financial statements.
- Evidence of any other funding secured or applied for.

3. **Review**: Applications will be reviewed by the Parish Council against the eligibility criteria and funding priorities.
4. **Decision**: Grant decisions will be made at a full Parish Council meeting. All applicants will be informed of the outcome in writing.

7. Conditions of Funding

- Successful applicants must sign a Grant Agreement outlining the terms and conditions of the funding.
- Funds must only be used for the purpose specified in the application.
- Any unspent funds must be returned to the Parish Council.
- A report detailing the use of the grant and the outcomes achieved must be submitted within [timeframe].
- The Parish Council reserves the right to request evidence of expenditure.

8. Monitoring and Evaluation Wollaston Parish Council will:

- Monitor the progress of funded projects through reports and visits where appropriate.
- Evaluate the effectiveness and impact of the funding.

9. Publicity Organisations receiving funding must acknowledge the support of the Parish Council in any publicity materials or reports.

10. Review of Policy This policy will be reviewed annually to ensure it remains effective and aligns with the Parish Council's priorities.

Adopted by Wollaston Parish Council on

Signed - Chair of Wollaston Parish Council _____

Clerk _____

Next review April 2028