Warndon Villages Parish Council

Grants Policy*

Warndon Villages Parish Council is funded by the residents of Warndon Villages Parish and therefore has only limited funds available to assist community organisations located and working in Warndon Villages Parish for the benefit of the community.

Subject to funding being available, Warndon Villages Parish Council is committed to providing assistance and support to local community groups which are set up to promote community life for Warndon Villages Parish residents. The Parish Council's financial support is provided by way of Grants which are decided against criteria set by, and which can be amended from time to time by, Warndon Villages Parish Council.

Warndon Villages Parish Council are committed to following best practice in grant giving in order to provide sustainable funding and support to voluntary and community groups, whilst providing value for money for local taxpayers and ensuring that public money is spent in a responsible manner.

In order for this Council to be able to assess applications rationally and objectively, many of which will inevitably be totally dissimilar in content, it is both necessary and helpful to assess all applications received against a range of criteria. These are designed to be a general indication of need but are not exclusive and can be flexibly applied.

The Parish Council's policy on community grants is based on the principle of promoting the development of partnerships which encourage and enable local community organisations to deliver local projects to the residents of Warndon Villages Parish. In general, the following principles apply:

- Assistance will be given on the basis of need, merit and contribution to the local community.
- Applicants must clearly show how any assistance given will benefit the people living in Warndon Villages Parish or will benefit the environment of Warndon Villages Parish.
- Any assistance given will be subject to ongoing monitoring and subsequent evaluation of the outcome of the grant.
- Organisations should not make a presumption that funding will continue on a year-to-year basis.

The Aims of the Council's Grant Making Policy

Warndon Villages Parish Council provides grant funding to support the following aims:

- To enable local people to participate in voluntary groups and activities.
- To help the Parish's voluntary groups to improve their effectiveness.
- To ensure the provision of services, needed by the Parish's residents, via the voluntary sector.
- To support organisations which meet the needs of people experiencing social and economic difficulties.
- To ensure that there is equality of access and opportunity for all Warndon Villages Parish residents to the services it provides and funds.
- To improve or enhance the local environment.
- To achieve value for money.

Warndon Villages Parish Council defines a voluntary group as a non-profit making organisation, set up and run by a voluntary, unpaid management committee.

The Grants Process

To apply for a Parish Council grant you must be a charity, community group or local voluntary organisation with a constitution and dedicated bank account, operating or providing a service to the community in Warndon Villages Parish. All funding requests must use our application form and applicants should provide all information requested.

Small grants: £1 - £999
The amount of money available for small grants varies each year, depending on the overall council budget.

Medium grants: £1,000 - £4,999
The amount of money available for small grants varies each year, depending on the overall council budget.

Large grants: £5,000 +
The amount of money available for large grants varies each year, depending on the overall council budget.

Warndon Villages Parish Council particularly welcomes applications from small or newly formed groups and those that have not applied to us before.

Warndon Villages Parish Council uses the following criteria to decide on grant applications:

- Whether the group/project has followed our grants process and meets our requirements and grant giving policy.
- Level of benefit to Warndon Villages Parish and the impact the grant will make.
- Evidence of a well managed group including previous experience and track record.
- Financial sustainability and viability of group and/or project.
- Confirmation of whether funding has been sought from other sources and the level of such funding obtained.
- Evidence of compliance with previous grant award conditions.

Warndon Villages Parish Council will not fund the following:

- Organisations that do not provide a service to the community in Warndon Villages Parish.
- Individuals or appeals supporting an individual.
- General appeals.
- Statutory organisations or the direct replacement of statutory funding.
- Political groups or activities promoting political beliefs.
- Religious groups where funding is to be used to promote religious beliefs.
- Arts & sports projects with no community or charitable element.
- Medical research, equipment or treatment.
- Animal welfare.
- Projects that may take place before an application can be considered/decided.
- Organisations that have a closed or restricted membership.
- Equipment or other costs that have already been purchased or incurred prior to the application being considered.

The application process

Applicants should apply for funding using the appropriate application form between 1 April and 31 January each year (e.g. 1 April 2026 and 31 January 2027).

Grant application forms can be downloaded from the Council's website (https://warndonvillagesparishcouncil.gov.uk) or are available by email from the Parish Clerk. (clerk@warndonvillagesparishcouncil.gov.uk) The Parish Clerk can also provide assistance to any group having difficulties completing the application form.

Grant applications will only be considered if all sections of the form are completed and appropriate supporting information/evidence is supplied where requested.

All valid grant applications will be assessed and presented to the Council for consideration at a meeting between May and February of each year (e.g.May 2026 - February 2027), or by such other date as specified on the Council's website.

All applicants will be notified of Council's decision within 7 days of the Council meeting where the application was considered.

Payment timetable

Successful applicants for grants will receive their award payment within one month of notification of the award.

Grants will only be paid by BACS payment, made out to the bank account of the named organisation.

Monitoring and reporting requirements

It is a condition of the grant to fill in the evaluation form provided. Failure to do so may affect any future grant funding applications.

All grant recipients are to provide Warndon Villages Parish Council with written evidence/report on how money has been spent on and the benefit it has brought to the people of Warndon Villages Parish. Such evidence of how the money has been spent can include copies of invoices and receipts, plus attendance numbers, photos, press clippings, etc. where applicable. This information should be submitted within 1 month of the event/project end or by 31 March of the year in which the award is made (e.g April 2026 to March 2027), so that it can be reported at the Annual Parish Meeting.

General grant conditions

- Grants are awarded on an annual basis and an award made this year is not an indication that funding will be continued in other years.

- The grant can only be used for the purpose stated in the application and the Council reserves the right to reclaim any grant not being used for the specified purpose of the application. However, if a group wishes to change the purpose of the grant, they must seek approval by writing to the Council who will consider whether to approve the change.

- Applications for projects where the work has already been completed will not be considered.

- We will not support grants for the repayment of loans or cost of services, equipment or provisions in anticipation of a grant.

- Grants should be spent within 1 year of award. Any unspent monies left after this time must be returned.

- Organisations are responsible for ensuring that they are in compliance with all applicable legal and statutory requirements (including those relating to health and safety and equalities).

- Should for any reason the organisation disband, or the project is not completed the Council will ask for all or part of the monies to be paid back.

- Acknowledgement of the financial support received from the Council is required on documentation and any promotional material, including websites.

- In order to receive payment organisations/groups must have a bank account into which grants can be paid; payments will not be made to private individuals.

- Only one application per year will be accepted from any organisation.

- All successful applicants must complete an evaluation form within the stated time periods.

Additional grant conditions may also be attached to any funding from Warndon Villages Parish Council and these will be set out in the award confirmation letter.

Failure to comply with any conditions attached to a grant may result in the grant being repaid or affect future grant assistance.

Reviewed Finance Committee Meeting 31.10.2023

*Adopted by Warndon Villages Parish Council at a Meeting on 4.11.2023

Review date: October 2025