**WEST BRETTON PARISH COUNCIL**

**SMALL GRANTS POLICY**

1. **Introduction**a) For each financial year, West Bretton Parish Council, being mindful of its responsibilities and management of public money, allocates a specific amount of money to local organisations as grants or donations.  
     
   b) These grants and donations will be awarded for the benefit of the community of West Bretton by supporting organisations and projects which help to improve safety, recreation, community pride, sports, art and culture or improving the long-term wellbeing of its residents.  
     
   c) All applications will be determined by the Parish Council at a full Parish Council meeting and will be assessed on its own merits.   
     
   d) Applications may be submitted for amounts up to £500
2. **Criteria for the award of a grant**  
   a) The organisation or project must bring a direct benefit to the residents of West Bretton. All applications must clearly demonstrate how this will be achieved  
     
   b) The organisation must confirm the total number of their members and the number of members who are residents of West Bretton  
     
   c) organisation must be either non-profit, charitable, voluntary or community  
   An organisation should have a bank account in its own name  
     
   d) Only one grant may be made in each financial year to each organisation  
     
   e) Grants will only be awarded for forthcoming or ongoing projects and not retrospectively  
     
   f) All awards must be properly accounted for and evidence of expenditure supplied to the Parish Council if requested  
     
   g) The Parish Council reserves the right to request a refund of the monies awarded if it is not satisfied with the arrangements  
     
   h) Ongoing commitments to award grants in future years will not be made  
     
   i) A fresh application will be required each financial year  
     
   j) Any grant must only be used for the purpose for which it was awarded  
     
   k)The group or organisation receiving the grant will acknowledge the contribution from the Parish Council in any publicity material  
     
   l) The Parish Council reserves the right to refuse any grant application which it considers to be inappropriate or against the objectives of the Parish Council  
     
   m) In the event of the Parish Council receiving more requests for funding in any one financial year than there are budgeted resources available, it will undertake a review of all funding applications and will allocate funds accordingly  
     
   n) Donations to Registered Charities in response to a general fundraising appeal maybe considered if there is a benefit to the residents of West Bretton  
     
   o) Nothing contained in this Policy shall prevent the Parish Council from exercising its existing duty or power in respect of providing financial assistance or grants to local or national organisations under the provision of the Local Government Act 1972, section 137, or the Localism Act 2011.
3. **Grants will not be awarded for:**a) Private organisations operated as a business to make profit or surplus  
     
   b) Costs of routine maintenance and repair of equipment (unless in exceptional circumstances)

c) Salary or routine administrative costs  
  
d) Loan repayments  
  
e) Individuals  
  
f) Hospitality  
  
g) Projects with party political links  
  
h) Projects which discriminate on the grounds of age, gender, sexual orientation, race or religion  
  
i) Services which should be provided by statutory funding  
j) Buildings that are uninsured  
  
k) Organisations with substantial unallocated resources  
  
l) Rent or hire charges

1. **Process**a) Application forms can be obtained from the Parish Clerk and must be completed in full, providing any additional information to support the application  
     
   b) Applications for grants will need to be submitted for consideration before the end of the year (ie December) and then be considered at Parish Council meeting in January and applicants informed of the decision by the end of February.

c) Grant applications will only be considered if submitted in writing, and the Parish Council may request supporting documentation, which could include a copy of the organisation’s latest set of accounts, latest bank statement(s) and the organisation’s constitution or terms of reference