



WOMBOURNE PARISH COUNCIL

GRANT POLICY

Aim

The grant scheme aims to help promote a vibrant and active local community.

Wombourne Parish Council supports the valuable contribution made by volunteer groups and organisations in the fields of sport, art, culture, social care, services for the young, elderly and people with disabilities, and the many others who contribute to the wellbeing and vibrancy of the community.

Eligibility Criteria

The Parish Council will consider giving financial support for community organisations which are not for profit and whose activities benefit the residents of Wombourne.

Grants will be awarded purely at the discretion of the Parish Council from a limited budget made available each year for this purpose.

When considering an application the following points will be considered:

- How well the grant meets the needs of the local community.
- How effectively the organisation will use the grant.
- Whether the costs are appropriate and realistic.
- The level of contribution raised locally.
- Whether the organisation can reasonably be expected to obtain funding from a more appropriate source.

Applications cannot be accepted from:

- Individuals.
- Organisations operating overseas, or to a fund established to help persons outside the UK. Organisations connected to political activity.
- Commercial businesses.
- Groups who are trying to persuade one way or another when the Parish Council needs to remain neutral for all residents
- Organisations who discriminate on grounds of gender, sexuality, race, disability or religion.
- 'Upwards funders' i.e. groups whose fundraising is sent to a central HQ for redistribution.
- National organisations or local groups with access to funds from parent organisations unless it can be demonstrated that inadequate funds are available for a specific project of local significance.

Conditions

Applications will open in March of each calendar year, in preparation for the applicants to attend the Annual Parish Meeting in April to provide a presentation to support their grant request.

If more than one group are applying for funding, Councillors will vote on whether the grant available is split between the groups, or whether it goes to one group only.

Applications must be submitted on the form below and supported by the appropriate documentation.

Incomplete applications may be rejected.

Organisations will normally be limited to one application per financial year, except in exceptional circumstances.

Organisations should be local to Wombourne or if outside the area their work should benefit Wombourne residents.

Organisations that receive a grant will be required to acknowledge the Council's contribution on all publicity material and may be asked to participate in the Council's publicity.

The Council reserves the right to seek supplementary information from applicants before making a final decision.

The Council's decision is final as to whether to award a grant and the value of that award.

There is no right to appeal the outcome.

Grants will not be awarded retrospectively.

The Parish Council reserves the right to request the repayment of any grant where an applicant does not comply with these conditions.

Grant payments will be made after the Annual Parish Meeting in April.

Process

All completed application forms and supporting documentation must be emailed to the Parish.

If the application is successful, payment for the amount agreed by the Parish Council will be made at the next payment run following the Parish Council meeting.



APPENDIX 1

GRANT APPLICATION FORM

Description	Information Required
Name of organisation	
Bank details of organisation	Name on Account: Sort Code: Account Number:
Address of organisation	
Telephone number for the organisation	
Email address for the organisation	
Type of organisation	
Aims of the organisation	
Grant required (please provide a summary using a separate sheet if required)	
Estimated cost of the project or work	£
Accounts	Please attach the latest set of accounts or financial breakdown
Any other supporting information	
Names of representatives and contact details for those attending the Annual Parish Meeting	

Please return the completed form to the Parish Clerk by email to enquiries@wombourneparishcouncil.org.uk

Grant Applications – Data Protection – What you need to know.

Data Controller - We - Wombourne Parish Council are a 'controller' of your personal data ("your information"). Our address is Wombourne Civic Centre, Gravel Hill, Wombourne, WV5 9HA. Our telephone number is 01902 869300.

Purpose and Lawful Basis of Processing - We process your information to enable us to progress applications for grants and to determine the same. We do so in the public interest.

Who We May Share Information with - We will share your information with Parish Councillors to enable applications to be considered and determined.

Retention - We will retain your information for six years after the financial year in which the application is determined.

Your rights - You have the right to request access to your information; to have incorrect information rectified; to have your information erased and to have our use of your information restricted.

Complaints - If you are unhappy about the way we have processed your information please speak to the Clerk to the Parish Council in the first instance. However, notwithstanding this, you do have the right to complain to the Information Commissioner.