

Wadhurst Parish Council Small Grant Policy

Wadhurst Parish Council welcomes and values the work of local voluntary groups and organisations. The council has a policy of making grants to groups and organisations which contribute to the welfare of the parish community by improving or supporting local activities or parish facilities.

1. Applicants must be able to demonstrate a clear need for financial support. They must be able to demonstrate that there are no other grants/funds available (e.g. potential subscription income is insufficient to cover costs of project/ event, there is no ability to use funds from previous events undertaken etc.)
2. Small grants are intended to support one-off activity or expenditure, such as a festival or event, or equipment which will help the organisation in its work. Though the Parish Council does give regular annual support to some organisations (e.g., the Hall and Field, Churchyard maintenance), the small grants fund is not able to give funding to continuing activity or general appeals. Grants will not normally exceed 50% of the cost of the project or activity. The maximum amount of grant that can usually be applied for is £3,000.
3. Grant applications are considered at meetings of the Full Council and should be submitted at least two weeks before the meeting date. Please check the website or contact the Clerk (details below) for the dates of the meetings.
4. Applicants must complete a grant application form and return it, together with the required financial information, to the Clerk, Wadhurst Parish Council (clerk@wadhurst-pc.gov.uk), providing full details of the project/activity and the number of Wadhurst residents expected to benefit.

For example:

In respect of events:

Time/Date/Place

Full Itinerary of event

Full costings in relation to itinerary

Potential earnings from event

No. of Wadhurst residents to benefit

In respect of Equipment / Renovations:

Start and completion dates

Quotes

Project plans

Project

schedule

No. of Wadhurst residents to benefit

Unless there is some clear community benefit, Wadhurst Parish Council will not normally support commercial organisations, major charities, individuals, political or religious activities or purposes, or bodies considered to be provided for by other government authorities

5. Grants cannot be made retrospectively.
6. As a condition of receiving a grant, organisations will be required to acknowledge the parish council's support in publicity material, and to give the Parish Council a report on how the grant has been spent within 6 months of the grant being received. Any unspent money must be returned to Wadhurst Parish Council.
7. In the case that the grant is going towards an event or activity, the organisation / group receiving the grant will be responsible for ensuring that adequate insurance is in place and appropriate and sufficient risk assessments are undertaken. The parish council will not accept any liability for the event/activity.

It is important to note that Wadhurst Parish Council accepts no liability for grant funded activities. By requesting this grant you are confirming that you will have relevant insurances in place as well as appropriate risk assessment and all necessary permissions and be compliant with relevant laws for the use of any grant funding provided to you.

Contact details:

Claudine Feltham, Clerk and Responsible Finance Officer. Wadhurst Parish Council, The Pavilion, Sparrows Green Recreation Ground, South View Road, Wadhurst, TN5 6TW.

Email: clerk@wadhurst-pc.gov.uk