



## **East Wittering & Bracklesham Parish Council**

### **Community Grants Policy**

**The aim of East Wittering & Bracklesham Parish Council's community grants programme is to provide support to projects, initiatives or services which offer a clear and demonstrable benefit to the residents and parish of East Wittering & Bracklesham.**

East Wittering & Bracklesham Parish Council considers community grant applications twice yearly, subject to a maximum annual budget. The deadline for applications will be 25<sup>th</sup> April and 25<sup>th</sup> October each year. Applications are evaluated by the first meeting of the Council following the deadline. All awards are made at the discretion of East Wittering & Bracklesham Parish Council and any decision made will be final.

#### **How are grant applications considered?**

Grant applications are considered on the following basis:

- How well the project/service will meet the needs of the people of East Wittering & Bracklesham.
- How effectively the organisation/individual will use the grant.
- Whether the stated costs are appropriate and realistic.
- The level of other funds generated towards the project.
- The level of available reserves held by the applicant organisation.
- Whether the applicant could reasonably have been expected to raise sufficient funding from a more appropriate source.
- How an applicant organisation is managed.

#### **Eligibility Criteria**

- Any grant application must be for a service of clear benefit to the people of East Wittering & Bracklesham.
- No grants will be made to private organisations operating as a business to make a profit or surplus or operating for private gain.
- No grants will be made to political parties or to organisations intending to support or oppose a political party.
- Religious organisations may only apply for grant funding if that funding will be used for a project of clear benefit to the wider East Wittering & Bracklesham community, irrespective of religious beliefs. Grant funding may not be used for the purpose of financially supporting worship or proselytization.
- Business or trader associations may only apply for grant funding in connection with events or activities which will be of clear benefit to the wider East Wittering & Bracklesham community. Those associations must be able to demonstrate match funding is in place at the date of the application.
- Any organisation which applies for grant funding must have written a constitution document which has been formally adopted by its members. It must also have a bank account in its own name with designated signatories and be able to demonstrate that appropriate financial controls are in place.



- Organisations applying for grants must provide audited accounts or accounts that have been independently examined by a suitably qualified person for the previous two financial years. Newly formed organisations must provide a comprehensive budget and business plan.
- Financial support from the Council must be acknowledged on all publicity and printed material relating to the funded work.
- Applications may not be made to cover money already spent.
- A final statement of progress made against the aims specified in the grant application, including a financial statement of how the grant was spent, must be submitted to the Council before the end of the financial year in which the grant was awarded.
- Should the grant not be spent or be spent on any purpose except that for which it was awarded, it may be reclaimed by the Council.
- Organisations must comply with all relevant legal and statutory requirements. In particular they must be committed to supporting equal opportunities and must, if they work with children or vulnerable adults, have relevant and up-to-date policies and procedures in place.
- An individual may apply for a grant so long as it will be used for a project of direct benefit to all or some of the people of East Wittering & Bracklesham. Individuals must supply a detailed written plan and budget for their project in addition to the basic information required on the application form.
- Local groups which have a national umbrella or parent organisation will only be awarded a grant if funds are not available for a specific project from the national organisation or if such funds would be inadequate for the project. In any case the project must be of demonstrable benefit to the people of East Wittering & Bracklesham.
- Organisations which are the responsibility of another public sector body or agency (e.g. schools) may be eligible for grant funding if the applicant organisation can demonstrate that they will be working in partnership with other local organisations to the benefit of the wider East Wittering & Bracklesham community.
- Grants may be offered to cover revenue funding if evidence is provided that other fundraising efforts have not raised sufficient monies to complete a project that will benefit the residents of East Wittering & Bracklesham or enhance tourism.
- Grant funding, if awarded, may not be added to reserves (unless as part of a programme of funding for a particular project previously disclosed to and approved by the Council). The level of an organisation's available reserves may be considered when judging the relative merits of applications.



- Preference will be given to those applicants that can demonstrate they have successfully sought or generated funds elsewhere and are not solely reliant on a grant from East Wittering & Bracklesham Parish Council.
- Where East Wittering & Bracklesham Parish Council members or staff are related to, involved or associated, whether directly or indirectly, with the applicant this must be declared at the time of application.
- Any grant funding awarded by EWBP does not imply that the same organisation will be supported in subsequent years.

**Date adopted: 13/2/20**

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