

# WICKHAM MARKET PARISH COUNCIL GRANT AWARDING POLICY



## 1. Background

- 1.1. Wickham Market Parish Council has statutory powers to make funds available to local organisations for the overall benefit of Wickham Market and its residents.
- 1.2. This document outlines Wickham Market Parish Council's guidelines for awarding. It also formalises the application process to ensure access, openness and fairness to the groups and organisations we aim to support. We will ensure that our grant awarding activity is fair and transparent.

## 2. Aims and Objectives

- 2.1. It is Wickham Market Parish Council's intention (subject to budget restrictions and available resources) to support initiatives from local community groups and organisations.
- 2.2. Priority will be given to applicants who have not previously received grants from Wickham Market Parish Council.
- 2.3. The size of any grant awarded is at the discretion of the Parish Council but will not normally exceed £500 in any one application.
- 2.4. For applications in excess of £500, evidence of value for money and unrecoverable VAT may be required.

## 3. Who is eligible to apply

The following organisations may apply to Wickham Market Parish Council:

- 3.1. A Wickham Market based charity.
- 3.2. An organisation serving the needs of the residents of Wickham Market.
- 3.3. Resident(s) of Wickham Market requesting grant aid with a project/event, which will be for the benefit of the local community.
- 3.4. A Wickham Market based club/association/charity serving a specific section of the community or the community as a whole.
- 3.5. A local branch of a regional or national organisation/group which serves the needs of the residents of Wickham Market.

## 4. Who is not eligible to apply

We will not normally accept applications from:

- 4.1. Projects which are the prime statutory responsibility of other government bodies who would normally be funded by a local or regional authority.
- 4.2. Projects which improve or benefit privately owned land or property.
- 4.3. Support for individuals or private business projects.
- 4.4. Applications by "for profit" commercial organisations.
- 4.5. Regional and national organisations unless it can be clearly demonstrated that the grant would be used specifically for the residents served by Wickham Market Parish Council.
- 4.6. Organisations with political affiliations or those established for the purpose of forwarding a party-political agenda.
- 4.7. Priority will be given to those applications submitted early in the financial year (which runs from April to March), however the Parish Council reserves the right to leave the application process, funding dependent, until the end of the financial year.

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## 5. What can be funded

5.1. The project should be something that makes the local community a better place to live, work and play. It should be something that will provide a long lasting and sustainable benefit to our local area. The project must be something that will improve the social, environmental and /or economic profile of Wickham Market. Priority will be given to those applications which add value over applications for running costs.

## 6. The following are unlikely to be considered as a grant priority

6.1. Projects where there is a large shortfall in the funding required to complete the project or projects that simply replace existing facilities with no significant improvement.

## 7. Conditions of grant

7.1. Wickham Market Parish Council support must be acknowledged as appropriate on all publicity and promotional material including posters, advertisements, press releases and leaflets.

7.2. information regarding previous grants and grants from other organisations must be provided on the application form.

7.3. Financial support can only be used for the purpose for which the grant is given. Evidence of agreed expenditure will be required for the review process so that there is an auditable record of how this public money was spent and how it benefitted the community.

7.4. Grants must not be distributed to any other organisation.

## 8. Applications should be submitted, using the Grant Application Form to:

The Clerk, Al Besly  
Wickham Market Parish Council  
Hill House  
Shop Lane  
Little Glemham  
Woodbridge  
IP13 0BD  
e-mail: [clerk@wickhammarketpc.com](mailto:clerk@wickhammarketpc.com)

## 9. Decisions will be based on the following criteria

- 9.1. General eligibility
- 9.2. Impact on key local need
- 9.3. Community support
- 9.4. Value for money
- 9.5. Environmental impact
- 9.6. Community involvement
- 9.7. Feasibility
- 9.8. Likely effectiveness.