



## **Grant Awards Policy**

Upwell Parish Council approves a budget each year for the purpose of allocating grants to local organisations and community groups.

### **Eligibility**

The following criteria must be met for a group to be considered for a grant:

- The group must be a charity, voluntary or community organisation
- The group must be able to demonstrate that any funding from the Parish Council will benefit the residents of Upwell Parish
- The group must be formally constituted and have a management committee made up of volunteers.

### **Scope of grants**

Applications will be considered for the following purposes which must benefit some or all of the residents of Upwell Parish:

- For purchasing equipment either in part or in full
- For funding of transport that will enable group members to participate in a group trip or outing regardless of their incomes
- For training activities or to purchase the expertise of an outside trainer or facilitator
- For activities that raise the profile of the area
- For running costs of a viable group that is experiencing a period of hardship
- For hosting special events or celebrations
- For the provision of recreational facilities.

### **Conditions**

- Multiple applications within a 12 month period will not normally be considered
- Prior approval of the Parish Council is required for any change of purpose of the grant. The Parish Council reserves the right to reclaim any grant not being used for the purpose specified on the application
- All awards must be properly accounted for and evidence of expenditure should be supplied as requested. If the Parish Council is not satisfied with the arrangements, they reserve the right to request a refund of monies awarded
- An acknowledgement on receipt of the grant is required.

### **Application process**



Applications should be made by completing the Grants Award Application Form. For established organisations, a copy of the latest set of annual accounts available will be required. For new organisations, evidence of a planned budget will be required.

Applications are accepted at any time of the year but are usually considered together four times a year at the April, July, October and March meetings of the Parish Council. Applicants are usually informed within two weeks of the meeting of the council's decision and grant money will usually be paid within a month of the decision.

### **Promotion**

The Parish Council will ask for recognition from successful groups in the form of promotion of the Parish Council in newsletters or any press releases. The Parish Council will also recognise successful groups in its own reports to parishioners.

Adopted date:....March 2025.

Review date: .....March 2028



Please send this application form to:  
Upwell Parish Council, Holly and Ivy Barn, The Cottons, Outwell Wisbech  
Cambs PE14 8TL  
For further information, please call the Parish Clerk on 07368 420237

## Section 1: Organisation

Organisation:

Primary contact name:

Position (within applicant  
organisation):

Contact address:

Post code:

Telephone numbers: Day:

Night:

Email address:

Date of submission:

## Section 2: Details of organisation

Brief description of your organisation's aims:

How long has it been in existence?

Is it run by a committee?

If yes, how many committee members?

Can anyone join?

If not, what are the restrictions?

How often do you meet?

Where are meetings held?

How many members do you have?

What percentage of members live in Upwell Parish?

## Section 3: Organisation's purpose



Please give a summary of the activities your organisation has achieved during the last year. If you are a new organisation please give an idea of the activities you wish to undertake:

Describe how the local community, in particular residents of Upwell Parish, benefit from your organisation:

## **Section 4: Grant request**

Amount requested from the Parish Council:

Please give details of what you wish to use the proposed grant award for:

Have you received or applied for funding from any other source for this project/purpose?  
Give details:

## **Section 5: Financial details**

Do you receive funding from other sources and if so from where?

If you have previously received a grant from Upwell Parish Council in the past 3 years please give details:

## **Section 6: Supporting information**



Please tick the following:

I have read and agree to your terms and policies

I have enclosed the following supporting material:

A constitution or set of rules by which my organisation runs

The latest set of annual accounts

Copy of a bank statement not less than 3 months' old\*

Any other supporting information

If you are a new organisation, please include evidence of a planned budget.

\*the bank details provided on the bank statement will be used to pay by electronic transfer

## Section 7: Policy & declaration

I declare that to the best of my knowledge and belief, the information given on this application form and in any supporting material is correct. I understand that you may ask for additional information at any stage of the application process.

Signature:

Name of signatory:

Position in organisation:

Date:

***Whoever signs this declaration and takes overall responsibility for this funding on behalf of the group must be 18 years age or over. Completion of this form does not necessarily mean that a grant application will be successful in part or whole.***

The Parish Council will retain grant application forms for 7 years for financial reporting purposes only. Personal details (such as email and home address) will not be shared outside of the Parish Council.

If a grant is awarded, your organisation can be paid by electronic transfer – please give you bank details below

Name of Bank

Name of Account

Business or personal

Sort Code

Account number