

Request for Grant funding from Wickhambrook Fete Committee

Each year Wickhambrook Parish Council sets aside some funds from its budget to give financial support to local organisations. The power under which a Parish Council may normally do this is s.137 of the Local Government Act 1972.

In March 2023 an application was received from the Wickhambrook Carnival Committee (attached as Appendix A) asking for assistance towards the Wickhambrook Fete to be held on 8th July 2023, in the form of a contribution to fund the First Aid cover for the event. At the time, the committee had not been able to secure a quote, so the report was delayed until one had been obtained from a supplier who would be able to attend the event.

A parish council is generally able to make payments for services and supplies under the powers conferred upon it by relevant legislation. Where no such power exists, (e.g. Charitable donations) then a parish council may incur expenditure either under

- the General Power of Competence in s.1 of the Localism Act 2011 (which does not apply to Wickhambrook Parish Council, it not being eligible), or
- s.137 of the Local Government Act 1972 (LGA1972), for any purpose, except one which is subject to a statutory prohibition, restriction or limitation¹.

The parish council has powers under **Local Government Act 1972, s.145(2)** to provide or contribute to entertainment, dancing, theatre, concerts, bands, orchestras, arts and crafts etc.

Funds in the budget line for grant/local support are £500.00 for the current financial year (none having been spent to date).

Action:

Councillors are asked to consider whether to award a towards the cost of First Aid & Medical Cover for the Wickhambrook Summer Fete (£221.76)

Grant Awarding Policy

Introduction to Policy

Wickhambrook Parish Council has statutory powers to make funds available to local organisations for the overall benefit of Wickhambrook and its residents.

This document outlines Wickhambrook 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.

A grant is any payment made by the Council to be used by an organisation for a specific purpose that will benefit the Parish, or residents of the Parish, and which is not directly controlled or administered by the Council. The Council awards grants, at its discretion, to Parish organisations which can demonstrate a clear need for financial support to benefit the Parish by:

- Providing a service
- Enhancing the quality of life
- Improving the environment
- Promoting the Parish of Wonderland in a positive way

General information for applicants

It is Wickhambrook Parish Council's intention (subject to budget restrictions and available resources) to support initiatives from local community groups and organisations.

Priority will be given to applicants who have not previously received grants from Wickhambrook Parish Council. The size of any grant awarded is at the discretion of the Parish Council but will not generally exceed £500 in any one application.

Who is eligible to apply

The following organisations may apply to Wickhambrook Parish Council:

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

Who is not eligible to apply

We will normally reject applications from:

- Projects which are the prime statutory responsibility of other government bodies who would normally be funded by a local or regional authority
- Projects which improve or benefit privately owned land or property
- Support for individuals or private business projects
- Applications by "for profit" commercial organisations

- From regional and national organisations unless it can be clearly demonstrated that the grant would be used specifically for the residents served by Wickhambrook Parish Council
- From organisations with political affiliations or those established for the purpose of forwarding a party-political agenda
- Applications from organisations or for purposes which parish councils are specifically excluded by law from supporting.

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 delay considering applications, funding dependent, until the end of the financial year.

What can be funded

The project should be something which will:

- make the local community a better place to live, work and play
- provide a long lasting and sustainable benefit to our local area
- improve the social, environmental and /or economic profile of Wickhambrook.

Priority will be given to those applications which add value over applications for running costs.

The following are unlikely to be considered as a grant priority

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.

Grant Application Process

Please complete and submit the Small Grant Application form to:

The Clerk, Mrs Hilary Workman
3 Farriers Close, Great Barton
Bury St Edmunds IP31 2FP
Suffolk IP33 3EG, or e-mail to parishclerk@wickhambrook.org.uk

All questions on the application form should be fully answered and additional appropriate information, which supports an application, should be provided.

In addition to the application form organisations will be required to provide the following supporting information:

- a copy of their written constitution or details of their aims and purpose
- full details of the project or activity
- demonstration that the grant will be of benefit to the local community within the Parish
- the proportion or number of beneficiaries living in the electoral area
- demonstration of a clear need for the funding
- a copy of the previous years accounts or, for new initiatives, a detailed budget and business plan.

Please submit to the Clerk any expression of interest for a possible grant application exceeding £100 by 30 September of the financial year prior to the funds being required. This is so that budget provision can be considered. Submission of applications is required by 31 November of the financial year prior to the funds being required.

Awarding Grants

The Council will make the decision on which grants to award. All applicants will be contacted following the Council's decision.

The Council has a limited budget each year and guidance can be given to applicants as to how much money is likely to be available in a specific financial year.

Each application will be assessed on its own merits, with decisions based on the following criteria

- General eligibility
- Impact on key local need
- Community support
- Value for money
- Environmental impact
- Community involvement
- Feasibility
- Likely effectiveness.

Only one application for a grant will be considered from each organisation in any one financial year. Grants will not be made retrospectively.

Ongoing commitments to award grants or subsidies in future years will not be made. A fresh application will be required each year.

Conditions of Grant

The Council may make the award of any grant or subsidy subject to such additional conditions and requirements as it considers appropriate.

The Council reserves the right to refuse any grant application which it considers to be inappropriate or against the objectives of the Council.

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

Any grant must only be used for the purpose for which it was awarded unless the written approval of the Council has been obtained for a change in use of the grant monies, and that any unspent portion of the grant must be returned to the Council by the end of the financial year in which it was awarded.

Grants must not be distributed to any other organisation and payments will not be made to third parties.

An organisation should have a bank account in its own name with two authorised representatives required to sign each cheque.

The administration of and accounting for any grant shall be the responsibility of the recipient. All awards must be properly accounted for and evidence of expenditure should be supplied to the Council as requested.

The Council may make the award of any grant or subsidy as it considers appropriate in the event of any unforeseen urgent event.

Nothing contained herein shall prevent the Council from exercising, at any time, its existing duty or power in respect of providing financial assistance or grants to local or national organisations under the provisions of the Local Government Act 1972, Section 137.

WICKHAMBROOK PARISH COUNCIL
 c/o The Clerk, Mrs H Workman
 123 York Road
 Bury St Edmunds IP33 3EG

Tel: 07508 039810
 e-mail: parishclerk@wickhambrook.org.uk
 website <https://wickhambrook.org>

APPLICATION FOR A GRANT

*Before competing this form, please read carefully the attached document entitled Wickhambrook Grant Awarding Policy. Copies of the form together with the **latest copy of examined accounts** must be submitted along with any supporting documentation requested.*

General information for applicants

It is Wickhambrook Parish Council's intention (subject to budget restrictions and available resources) to support initiatives from local community groups and organisations. Priority will be given to applicants who have not previously received grants from Wickhambrook Parish Council. The size of any grant awarded is at the discretion of the Parish Council but will generally not exceed £500 in any one application.

If you have any queries on the completion of this form please contact the Parish Clerk, Wickhambrook Parish Council, 123 York Road, Bury St Edmunds, IP33 3EG. Email: parishclerk@wickhambrook.org.uk

Details of Your Organisation:

Name of Organisation	WICKHAMBROOK CARNIVAL COMMITTEE
Address:	14 COLTSFOOT CLOSE WICKHAMBROOK NEWMARKET SUFFOLKCB8 8UP
Contact Telephone No.:	provided
Email:	provided
Registered Charity No.:	
If you are part of a larger organisation, its name	
Principal aims and objectives:	
Our aim is to raise money for any village organisation who may require help to fund new projects, purchase new equipment etc.	

Details of Grant Requested:

Explain your need for a grant with the likely number of beneficiaries and their age

Profiles: We would like help to pay for First Aid at our local Summer Fete in July - the Summer Fete is beneficial to the whole village of Wickhambrook

Grant requested: £ £221.76

Details of Other Grants:

Received in the last two years:

N/A

Currently applied for:

N/A

Please use this space for any significant information about your organisation not already supplied:

I certify that the foregoing information is accurate to the best of my knowledge

Signature of applicant: M J Elers

Office Held: Secretary - Wickhambrook
Carnival Committee

Date: 17.3.23