

# WITCHFORD PARISH COUNCIL

## PRINCIPLES OF GRANT AID

Witchford Parish Council aims to operate a grant aid system which considers grant applications under Sections 137 and 145 of the Local Government Act 1972 throughout the year. The system aims to:

- Help the parish's voluntary groups to improve their effectiveness
- Help to ensure the provision of services needed by the parish's residents via the voluntary sector
- Support organisations that promote the welfare and well-being of the residents of the parish
- Ensures that there is equality of access and opportunity for all parish residents to the services and funds it provides

The Parish Council values the diversity and strengths of the local voluntary sector and acknowledges its independent role in the community as a source of valuable service and a means of enabling people to work together.

The Parish Council defines a voluntary group as a 'not-for-profit' organisation, set up and run by a voluntary, unpaid management committee. This may include not-for-profit organisations that have paid employees to provide services which meet their objectives.

This document gives the Parish Council's general funding principles and details its expectations of all groups in receipt of grant aid.

### **Groups applying for grant aid should note:**

- Grants are made only to groups meeting the needs of the Parish's residents.
- Grants are made to meet deficits on future running costs, to encourage new groups or new projects, or to help with the costs of some one-off expenditures
- Grants will only be made to groups which **need** financial help. Accumulated reserves will be considered when grant levels are decided.
- Grants are normally made for one year's expenditure at a time and should be spent within the year for the purpose for which they were given. They should not be added, wholly or partly, to reserves unless part of a previously approved programme of funding for a particular project.
- Grants cannot be made to cover money already spent. Groups with premises should apply for discretionary rate relief from East Cambridgeshire District Council.
- Grants will not be made to groups, which operate for private gain or are connected with any political party; grants may be made to religious organisations for social or welfare purposes, but not to cover the costs of worship or conversion.
- Organisations will be required to return grant-aid if they close, or if a project or services funded by the Council, is not satisfactorily provided.

**Voluntary groups grant-aided by the Council are required to:**

- Ensure efficient levels of administration, hold regular meetings, keep minutes and circulate information to group members.
- Keep proper accounts. The Parish Council reserves the right to inspect the accounts of any group requesting a donation.
- Report back as required to the Council on their activities
- Involve group members and users in policy-making and in the management of activities and services
- Be open to eligible users, as defined by the group's constitution
- Establish and monitor equal opportunities policies and practices
- Meet the legal responsibilities of an employer where appropriate; adopt, implement and monitor good employment practices and procedures
- Recruit and support volunteers where appropriate
- Acknowledge the Parish Council's support in annual reports.

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APPLICATION FOR FINANCIAL ASSISTANCE

<p>1 Name of Organisation: 2</p>
<p>3 Name and address of correspondent (and office held):</p>
<p>1 What are the objectives of your organisation?</p>
<p>1 Is membership/support open to any resident of Witchford, regardless of sex, age, ethnic origin, religion, disability or sexual orientation? If not, please give reason:</p>
<p>1 Amount of grant applied for £ 2</p>
<p>3 Purpose for which the money will be used. Please explain clearly and simply the reason for your request.</p>
<p>1 Have you applied for grant aid to any other organisation (including local authorities)? If so, to whom (please give details of the decision on your application):</p>
<p>1 Is there anything else you wish the Parish Council to take into account when considering this application?</p>