

WORMINGHALL PARISH COUNCIL

TRANSPARENCY CORE DOCUMENT

TCD Number 9

TCD Title Grant Application Policy

	NAME	TITLE	SIGNATURE	DATE
Author	Rebecca Martin	Mrs	{Signed Electronically}	4 th August 2023
Authoriser	Tracey Skates	Cllr	{Signed Electronically}	4 th August 2023

Effective Date:	4 th August 2023
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READ BY			
NAME	TITLE	SIGNATURE	DATE
Graeme Wright	Cllr	{Signed Electronically}	4 th August 2023
Steven Bramley	Cllr	{Signed Electronically}	4 th August 2023
John Hopcroft	Cllr	{Signed Electronically}	4 th August 2023
Kate Tinkler	Cllr	{Signed Electronically}	4 th August 2023

Amendment No.	Effective Date	Significant Changes

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1. PURPOSE

- 1.1 The purpose of the Worminghall Parish Council Grant is to encourage and assist Clubs/Organisations/Societies/Associations (hereinafter called Applicants) to carry out activities for the benefit of Worminghall parishioners.
- 1.2 The Worminghall Parish Council Grant is not intended as a substitute for fund raising by Applicants, but to assist where fund raising is difficult.
- 1.3 The Worminghall Parish Council Grant is not intended to build up reserves.
- 1.4 A Grant may also be awarded for the commencement of an activity.
- 1.5 Where a Grant has been awarded for a specific project, Worminghall Parish Council reserve the right to request sight of invoices before the final Grant is paid.

2. APPLICANT

- 2.1 Applicants should be voluntary, non-profit making and non-commercial businesses, with a minimum of 50% members residing in the parish of Worminghall.
- 2.2 Accounts for the previous year must be submitted with the completed Grant Application Form.
- 2.3 Applicants must clearly demonstrate how the grant will be of benefit to parishioners of Worminghall.
- 2.4 The Applicant is required to have a bank account in its own name.

3. RESTRICTIONS

- 3.1 Grants will not be awarded to Applicants who have significant financial reserves unless the excess reserves can be clearly identified as designated for specific projects.
- 3.2 Grants will not be awarded to Applicants who will pass the grant on to another organisation or charity as a grant from themselves.

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4. PROCESS

- 4.1 In September of each year, posters will advertise that Grant Application Forms are available in respect of the next financial year. Forms can be obtained from the Clerk, or can be downloaded from www.Worminghall-pc.co.uk
- 4.2 The deadline for receipt of completed Application Forms will be clearly specified and must be adhered to.
- 4.3 Applicants must ensure that they have provided all the necessary information.
- 4.4 In November, the Council will consider all Application Forms. Applicants may be invited to attend the meeting and answer questions.
- 4.5 The combined figure of all agreed grants will form part of the precept request on Aylesbury Vale District Council for the next financial year.
- 4.6 A letter will be sent to each Applicant advising of Worminghall Parish Council's decision and cheques will be issued in April of the next financial year.
- 4.7 The Applicant shall provide a written account of how the grant has been used to Worminghall Parish Council within three months of the grant being paid.
- 4.8 In the event, for whatever reason, of the grant not being used, in part or in full, an explanation shall be submitted to Worminghall Parish Council within one year of the grant being made.
- 4.9 Worminghall Parish Council reserves the right to reclaim any grant in the event of it not being used for the purposes specified on the Grant Application Form.
- 4.10 Organisations that receive a grant will be required to acknowledge Worminghall Parish Council's contribution on all publicity/printed material.

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WORMINGHALL PARISH COUNCIL GRANT APPLICATION SCHEME 2022/23

2022/23 TIMETABLE	
30 September 2022	Notices posted on boards and website stating that Grant Application Forms are available.
1 November 2022	Deadline for receipt of completed Application Forms by the Clerk.
26 November 2022	Completed Application Forms will be considered by the Council, in preparation for budget/precept setting 2020/21. Letters will be sent to Applicants with the decision of Worminghall Parish Council.
April 2023	Grant cheques issued.

APPLICATION FORM

1.	Name of Club/Organisation/Society/Association:	
2.	If applicable, Registered Charity Number:	
3.	Contact details for Responsible Person in relation to communication	
	Name:	
	Position in Club/Organisation/Society/Association:	
	Address:	

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	Telephone number:	
	Email address:	
4.	Names of Responsible officials: Chairman Secretary Treasurer	
5.	Length of time organisation established in the parish of Worminghall:	
6.	What percentage of your members live in Worminghall?	
7.	Purpose and activities of organisation:	
8.	Amount of financial assistance being sought: £	
9.	Purpose for which grant is being sought:	
10.	Details of fund-raising activities, please include examples of activities and monies raised:	
11.	Please attach a copy of your Constitution.	
12.	Please attach a copy of your independently checked accounts for the previous year. Where appropriate, include a breakdown of expenditure for any Parish Grant from the previous financial year.	
13.	Any general and specific comments in support of this application can be set out on a separate sheet of paper or in a letter.	

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14.	Declaration:
	I declare that the particulars given are correct and accept all conditions laid down in the Grant Awarding Policy. Any grant received will be used for the sole benefit of the Applicant Organisation as stated in item 1

..... (Signed) (Dated)

.....
(Print Name) (Position)