



Serving the wards of
Broadacres, Fairlands, Jacobs Well, Perry Hill and Wood Street Village

GRANTS TO VOLUNTARY ORGANISATIONS

ADVICE ON MAKING AN APPLICATION

Updated March 2019

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Grant Aid

An enormous contribution to the quality of life in the Parish is made by a large number of voluntary (or non-statutory) bodies active in the Parish. They bring help especially to vulnerable and disadvantaged residents and the Council is appreciative of the hard work carried out by volunteers. The Council is pleased, therefore, to be able to offer some assistance by means of providing monetary grants.

Before deciding to award a grant the Council must be satisfied that the organisation will make good use of taxpayers' money and that it will be spent in a well controlled sensible manner for the benefit of residents of the Parish.

Helping you before you apply:

This leaflet has been produced to assist you in making an application.

Who can apply?

Voluntary organisations, local charities, sports clubs, village hall committees and community groups are eligible to apply for grant aid. Normally, organisations should have the following:

- a. A signed constitution or a set of rules detailing the organisation's aims and objectives (ways of working).
- b. A bank or building society account in the name of the organisation, which needs at least two signatures on each cheque or withdrawal form.
- c. A management committee made up of at least three members.
- d. Annually prepared and audited accounts available for the previous financial year.

When to apply

Applications must be submitted to the Clerk by the 31st August of each year in order that they can be considered for inclusion in the Precept (Council Tax) for the following financial year, which commences on 1st April. **Emergency** grants **may** be available during the year.

How to apply

Hand-written or applications via email are welcome.

Please complete all questions on the application form. The form should be submitted to the Clerk of the Council together with any attachments or supporting information requested.

Please contact the Clerk to the Council, Mrs Gaynor White, if you have any queries concerning your application or would like further information about the Grant Scheme.



What else we need to know:

The applicant needs to tell us:

- Why the grant is needed
- How the project will benefit the residents of the Parish
- The estimated number of residents of the Parish who will benefit
- How much grant is required (monetary value)
- When the grant will be needed
- How the project will be managed
- The estimated major sources of funding for the organisation for the year in which the grant is required (e.g. own fundraising, Government grant, other local authority grant, etc.)
- The amount of grant requested as a percentage (e.g. 25%) of the organisation's estimated income for the year in which the grant is required. It is appreciated that this amount may not be fully known and that is why we seek an 'estimated' figure.

Please note that:

- Grants of up to £500 are available. This may be increased in exceptional circumstances.
- Grant Aid is normally payable on receipt of the final invoice/s. In exceptional circumstances the Parish Council may agree to pay the Grant Aid in instalments.
- The project must meet a clearly identified need within the Parish of Worplesdon.
- Mechanisms must be in place to secure accountability.
- Confirmation will be required that risk management policies will be put in place if appropriate.
- Applications may be made for a further grant to continue a project for which a grant has previously been obtained.
- If an organisation has received a grant for a project which is unable to proceed due to unforeseen circumstances, the Parish Council expects the monies to be returned in full within 7 working days of the cessation of the project.

We will normally require sight of some, and preferably all, of the following documents:

- a. Latest available Annual Report
- b. Latest available Statement of Accounts which must have been audited
- c. A copy of the organisation's constitution or set of rules

Please remember that application forms and all supporting information will be available for inspection by all councillors and members of the public as specified under the Freedom of Information Act. Where appropriate, certain information may be redacted under the Data Protection Act 2018 to ensure compliance with GDPR.

Assessment of Applications

The Council has limited funds and therefore not all applications will be successful.

Grant Aid will be assessed on the basis of the information supplied on the application form. It is therefore important that all questions are answered to the fullest extent possible.



Applications will be assessed according to their eligibility and on the degree to which they meet the grant criteria set out above.

All applicants will receive an acknowledgement of their application and will be notified of the outcome of their application, by February of the following year, unless the application is for emergency funding, in which case, applicants will be informed as soon as practicable.

Further Information

Organisations requiring grant aid in excess of £1,000 can also consider applying to Guildford Borough Council under the Community Grants Scheme.

For further information including details of how to apply, please contact Guildford Borough Council - 01483 505050, communitygrantsservice@guildford.gov.uk or visit <https://www.guildford.gov.uk/communitygrants>.