Precept Grants policy & guidance

1. Aims and objectives

- Walton Parish Council precepts a sum of money each year for grants to organisations and activities that contribute constructively to, and enhance, the life and community of the village to benefit the people of Walton. These grants are limited and are made available to organisations that address a demonstrable need for assistance.
- The Council acknowledges some organisations, particularly new or smaller ones, may have trouble in completing the application form and process – please contact us as all possible assistance will be given.
- Walton Parish Council will also:
  a. Publicise grant availability widely throughout the village
  b. Review the policy and application process on a regular basis

2. Application process

To ensure fair and proper consideration is given to all requests, the Council requires the following to be submitted:

- A completed application form describing in detail what the grant will support and identifying how this will benefit the people of Walton.
- The most recent income and expenditure account, or in the case of a new venture or group, a fully costed plan with financial information.
- Details of any additional funding secured or applied for, as well as any fundraising carried out.
- A written undertaking that should the funds not be fully spent [on the project for which it is granted] in the financial year that they were given, then such unspent funds will be returned to the Parish Council.
- Any additional information you consider will support your application

3. Applications will only be considered if they comply with these conditions:

Organisation & Locality

- Applications will only be accepted from charitable, voluntary, and non-profit organisations. Applications from commercial organisations will not generally be successful. National appeals are, with limited exceptions, outside the scope of the Council's grant scheme.
- Organisations should be located within Walton Parish, or if outside the boundary, their work should be of proven benefit to the village and its residents.

Type of Financial Assistance

- The Council may award a grant towards specific projects or purchases of equipment and will only consider ongoing costs if it can be demonstrated by evidence that funding from the Council will have a positive effect on the village and/or its residents.

Deadline for applications

- The deadline for receipt of applications is set each year by the Parish Council
- Applications will be discussed at a series of full Parish Council meetings as a matter of transparency and to facilitate input from both applicants and from any interested residents. The schedule of these meetings is set each year by the Parish Council.
- During the period that the application is submitted and any meetings at which it will be discussed, additional information or clarification may be requested by the Council.
- Applicants will be advised as to whether their application has been successful as soon as practicable after the Parish Council meeting at which that decision is made.
- Grants will generally be paid at the start of the financial year in April [dependent on the date of the April Parish Council meeting.]

General conditions

- Grants should be spent for the purpose and on the project / or activity for which they were given, and the Council will expect due recognition and advertisement of any grant aid awarded.
- Grants will not normally be awarded for money already spent
- Organisations receiving a precept grant are required to provide the Council with a written report within six months of receipt of the grant. The report should detail how the funds were spent, or have been spent to date, and how the residents of Walton are benefiting. The report may be included in the Council's newsletter or website, Facebook page etc.
- **If a grant, or part of a grant, is not spent during the financial year that it is made then the Parish Council expects any such unspent grant monies to be returned to the Council to be used for the benefit of the residents of the parish.**
- Organisations receiving a grant may be invited to give a brief presentation at the annual parish [village] meeting.
- Organisations are not restricted as to the number of grant applications that they may submit to Council
- The award of a precept grant in one year or period does not set a precedent for any subsequent applications.
- If contractors are used for any work the Council **may** require written estimates.