

# WESTFIELD PARISH COUNCIL

## Grants & Donations Policy

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Westfield Parish Council allocates an amount of money each year for the support of community groups and projects that benefit its parishioners. Applications are welcome at any time and the following guidance is to help applicants to make an effective submission.

1. All applications for grants or donations need to be submitted in writing addressed to Westfield Parish Council, c/o The Parish Clerk, PO Box 66, TN19 7FE or email [clerk@westfieldcouncil.org.uk](mailto:clerk@westfieldcouncil.org.uk).
2. Grants cannot be made to individuals.
3. Grants and donations are subject to budget considerations. A fixed amount is set aside each year for distribution to assist community groups/projects. If at the time an application is received, the full allocation has been spent, applications will still be considered but a full or part payment may not be possible until the next financial year.
4. The Council will only consider awarding a grant where a benefit to the parishioners of Westfield can be demonstrated. To assist in the decision applications from community groups should include:
  - A description of the purpose of the grant.
  - A copy of the latest audited accounts.
  - Information on the number and/or category of Westfield parishioners that will, or have received benefit from the activities of the organisation.
  - An indication of the amount required
  - Any supporting information
  - An explanation of why any of the above has not been submitted.
5. Applications will be considered as soon as possible after receipt of all relevant information. The clerk will include the request on the agenda for the next scheduled Council meeting.
6. The Council will use members' local knowledge and judgement in deciding the merit of each application and has discretion in prioritising the level and direction of support offered.
7. The applicant will, be informed in writing of the Council's decision within two weeks of the meeting.