

# Wokingham Without Parish Council



## Small Grants Policy

## ***Policy***

Wokingham Without Parish Council wishes to be in a position to assist local organisations providing valuable services to the local community who have an exceptional funding need. The Council recognises that the need for funding may not always be apparent at the time when the Council's formal Annual Grant programme takes place.

- The Parish Council will set aside £1,000 each year in order to provide small (<£500) ad hoc grants.
- No organisation will have more than two small grant applications considered in any financial year
- No organisation will have more than one small grant in any financial year, or receive a small grant for more than two consecutive years.
- Organisations which have already received an Annual Grant (in that year) will be eligible to apply for a small grant only if the application is for a 'new' and 'exceptional' funding need.
- Organisations applying for a small grant must satisfy the Council that the grant will be spent for the benefit of local people and that the money is not available from any other source.
- Small grants are not payable for the benefit of individuals.
- The Council reserves the right to refuse to consider applications it considers inappropriate.

## ***Procedure***

Given the nature of the scheme the application procedure is designed to be straightforward and as quick as possible whilst allowing for adequate scrutiny.

- A small grant application form must be completed (this is available from the Parish Office and on the website).
- The Parish Clerk will make an initial judgement regarding the merits of the application and request additional supporting material / information if deemed necessary.
- The application may be sent to the Chairman of the Parish Council for comment / direction.
- The application will be put to the next available Council Meeting for agreement.
- There will be no appeals process.
- The Parish clerk will hold a list of small grants made and monies remaining in the scheme.