

Wokingham Without Parish Council



Small Grants Policy

Version 1.2

Small grants

1. 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.
2. The Parish Council will set aside £1,000 each year in order to provide small (<£500) ad hoc grants. In the event that the grants budget is completely spent when a small grant application is received, the council can agree to allocate funding from the council's general reserves.

Criteria

3. No organisation will have more than two small grant applications considered in any financial year and no organisation will have more than one small grant in any financial year, or receive a small grant for more than two consecutive years.
4. Organisations which have already received a grant through the normal grants process in that year will be eligible to apply for a small grant only if the application is for a 'new' and 'exceptional' funding need.
5. 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.
6. Small grants are not payable for the benefit of individuals.
7. The Council reserves the right to refuse to consider applications it considers inappropriate.

Procedure

8. Given the nature of the scheme the application procedure is designed to be straightforward and as quick as possible whilst allowing for adequate scrutiny.
9. A grant application form must be completed (this is available from the Parish Office and on the website).
10. The Parish Clerk will check over the application initially and request any necessary additional supporting material / information.
11. The application will then be sent to the Grants Working Group for review.
12. The application, and any recommendation from the Grants Working Group will be put to the next available Council meeting for consideration.
13. There will be no appeals process.
14. The Parish clerk will maintain a list of small grants made and monies remaining in the scheme.