



Grant Awarding Policy and Criteria 2018/19

Grants up to £1,000 (with larger amounts available in exceptional circumstances) are available to support charitable or voluntary activities for organisations operating in or for Westfield (see map).

Criteria for funding

To be eligible for a grant your organisation must benefit people within Westfield. Priority will be given to those applications which benefit people who are disadvantaged or isolated, possibly due to poverty, disability, age, location or culture. Priority is also given to groups that:

- Increase the capacity of local communities
- Improve the quality of life of people that live or work in Westfield

Applicants must demonstrate how the local community has been involved in their project and give evidence in their application that the project meets local needs and has local support.

Applicants should be clear about how their project will make a difference "on the ground". It should also make clear which issues are being addressed and explain why the project chosen is the best option for addressing that particular issue.

To apply for a grant you do not have to be a registered charity, as long as the work you do has charitable aims and you have a constitution (set of rules) and management committee. If your organisation has its own bank account it must have at least two signatories to authorise cheques.

Examples of grants

- £1000 to the Carer's Centre to extend the coffee morning for carer's within Westfield
- £1000 to SWALLOW for refurbishment of their toilets
- £580 contribution to Trinity Girls' Brigade towards a trip to a Regional Girls Brigade event
- £602 to Westfield Allotments and Garden Society (WAGS) for additions to their provision of children's raised beds

What we don't fund

- Individuals.
- General appeals.
- Statutory organisations or the direct replacement of statutory funding.
- Activities promoting political beliefs.
- Activities promoting religious beliefs.
- Overseas travel.
- Arts projects with no community or charitable element.
- Sports projects with no community or charitable element.
- Medical research, equipment or treatment.
- Animal welfare.
- Projects that take place before an application can be processed and the decision communicated.

Please note that conferences and exhibitions are usually given low priority.

When can you apply?

The deadline for receipt of completed application forms for this year is **Wednesday 3rd October 2018.**

How to apply

You will need to complete an application form. You can download an application form from our website www.westfieldparishcouncil.co.uk/grants or request one to be sent by email or post by contacting Westfield Parish Council at council@westfieldparishcouncil.co.uk or calling 01761 410669.

As well as the completed application form you will also need to send by post or email the following:

- A copy of your group's constitution or set of rules
- Your organisation's most recent accounts or financial information.
- A list of names and addresses of the Management Committee.
- A copy of your child protection / Safeguarding policy if you work with children and young people or vulnerable adults.

What will happen next?

Once we have received your application it will be assessed by Westfield Parish Council's Finance and Personnel Committee and then passed to full Council for a final decision on the allocation of grants. You should be notified of the outcome by the middle of November 2018.

If your application is successful you will receive an email detailing the amount of the grant and what it is to be used for.

Monitoring and evaluation

Six months after the grant has been paid we will send you a grant monitoring form. This form asks for details of how the grant was spent and what was achieved.

Data Protection

We will use the personal data provided on the application form to process your application and to monitor the project. If you would like us to contact you about future grant funding opportunities you should tick the relevant box on the application form. In limited circumstances, we may be required to release information, including personal data and commercial information, on request under the Freedom of Information Act 2000. Please refer to the Privacy Notice on our website for more information:

<http://www.westfieldparishcouncil.co.uk/privacy-notice/>

If you feel that any other information about your application or project should not be made publicly available, please contact us to discuss this.

Equalities Policy

Westfield Parish Council recognises and values people's differences and will assist them to use their talents to reach their full potential. The organisation will do all it can to ensure it recruits, trains and promotes people based on qualifications, experience and abilities for all roles within the organisation. Westfield Parish Council is unreservedly opposed to any form of discrimination on the grounds of age, disability, gender reassignment, marriage or civil partnership, pregnancy and maternity, race, religion or belief, sex and sexual orientation (defined as Protected Characteristics).

The full Equalities Policy can be viewed online here:

www.westfieldparishcouncil.co.uk/westfield-parish-council-policies/

Need more information?

Please contact the Parish Clerk, Lesley Welch at Westfield Parish Council, The Oval Office, Cobblers Way, Westfield BA3 3BX. Tel 01761 410669 or email council@westfieldparishcouncil.co.uk

Review History	To be reviewed annually
Agreed by F&P	20/5/15
Agreed by Parish Council	3/5/16

Agreed by Parish Council	2/5/17
Agreed by Parish Council	8/5/18
Date of next review	May 2019