

**Westbourne Parish Council**  
**Community Chest Grant Policy**  
**Adopted: 9 March 2017**

**1. Aims and objectives of the policy**

As an active council in the local community, Westbourne Parish Council has developed a Community Chest Grant scheme to award grants to community organisations to support their work, or to support initiatives or events held in the local community.

**2. Who can apply?**

Local community groups, voluntary organisations and sports/recreational clubs may apply for a Community Chest Grant. However, they must be of a non-commercial nature. Any grant application must be seen to be of benefit to residents of the Parish of Westbourne. The grant is paid from public funds, raised through the Council's annual Precept, which are subject to scrutiny. The Parish Council needs to be able to show that the monies have been properly spent.

**3. How much funding is available?**

For the financial year 2017/18, the Parish Council has set aside £500 to allocate to Community Chest Grants. The funding has been raised through its Precept – the Council's share of Council Tax from Chichester District Council.

The typical size grant will be circa £100-£150 each. However, the Parish Council has the discretion to make larger or smaller grants depending on the merits of any particular cause.

**4. When can I apply?**

The scheme will be promoted to the community from the beginning of April each year at the start of the new financial year. Applications are invited to be received by 30 September so that they can be considered by the Council's Finance and General Purpose Committee at its meeting in October.

If funding is still available after the first round of applications, the Council may decide to advertise the grants again. If so, applications are invited to be received by 30 January so that they can be considered by the Council's Finance and General Purpose Committee at its meeting in February.

**5. How can the grants be used?**

Grants can normally only be used for capital projects and not for revenue support. Normally only one grant will be given in a Council fiscal year. The funding may only be used for the purposes set out on the grant application form.

**6. How are the grants decided?**

The Parish Council's Finance and General Purpose Committee, held approximately three times per year, will normally hear the application and make recommendations to the Full Council for a final decision. In some cases, because of exceptional circumstances, the Finance and General Purpose Committee may have delegated powers from the Full Council to make a decision on its behalf. The dates of these meetings are advertised in advance and are available at [www.westbournevillage.org/parish-council/](http://www.westbournevillage.org/parish-council/)

## **7. How should an application be made?**

All applications are to be made on an application form that can be obtained from/by:

- [www.westbournevillage.org/parish-council/](http://www.westbournevillage.org/parish-council/)
- emailing [westbournepc@outlook.com](mailto:westbournepc@outlook.com)
- calling 07824666788
- writing to the Parish Clerk, 53 Skylark Avenue, Emsworth, PO10 7GB.

## **8. What is required with the application?**

- The application form is to be typed or completed in black ink.
- Full and complete copies of your signed, certified and audited accounts for the last two years, only if your organisation has been in existence for that period, plus recent bank statements for the last three months. These should also be signed by a member of your organisation, indicating their position held.
- A detailed budget plan and supporting evidence. Full details of the grant required, its purpose, how it will benefit the local community, as well as the item, manufacturer or supplier, and the full cost.
- A copy of your organisation's Constitution, Terms of Reference or Rules.
- Should you have had a previous grant from the Council, it is wise to check that you have included a full report of your previous award. Your current grant application might be affected if you fail to do so.
- Evidence of other awards towards the project, e.g. lottery funding, other bodies.
- Please photocopy your application for future reference.

**Remember the grant application could fail if these conditions are not met.**

## **9. What will not normally be funded?**

- The activities of political organisations.
- The activities of religious organisations, unless they can show they operate clear and open community activities which do not require membership or connection to the organisation and that the application will be of benefit to the community.
- General operational and maintenance costs.
- Events that have already occurred, equipment already purchased, works already started or completed.
- Repayment of loans or cost of services, equipment or provisions in anticipation of a grant.
- Organisations that are the responsibility of another public body/agency; however, some form of matched/joint funding might be considered.

## **10. Grant conditions**

- The grant can only be used for the purpose stated in the application and the Council reserves the right to reclaim any grant not being used for the specified purpose of the application.
- Individuals may apply for grants if submitted by an organisation to which they belong. The organisation is responsible for ensuring the grant is used for the purpose for which it is granted.
- Organisations are responsible for ensuring that they are in compliance with all legal and statutory requirements.
- Should, for any reason, the organisation disband during the period of the grant, the Council may ask for all or part of the monies to be paid back.
- Prior approval of the Council is required if any change of purpose of the grant is required.
- Organisations must contact the Council before disposing of any equipment or resources purchased or part purchased with a grant from the Council.
- The Council reserves the right to monitor the use of the grant. The organisation will allow reasonable access to premises/accounts upon request from the Parish Clerk. It is also a requirement for a six-monthly report to be given to the Council.
- Acknowledgement of the financial support received from the Council is required on documentation and any promotional literature or other media operation. To not do so could mean funding being withdrawn.
- To be eligible for a grant, an organisation shall not discriminate on grounds of racial origin, gender, disability, age, (except for obvious reasons, such as becoming a member of a Youth club), and political or religious persuasion.
- Normally only one grant per year, though exceptions may be made.
- More than one project may be comprised in a grant, though one completed application form per project is required.

**If any of these conditions are not met, it could result in the award being withdrawn, the grant having to be repaid and future grant applications being refused.**

## Westbourne Parish Council Community Chest Grant Application Form

Please fill in all sections.

Please complete this application form with details of your proposal if you would like to be considered for a grant from Westbourne Parish Council.

It is appreciated that not every proposal will fit into the structure of the form, but please complete the form as far as possible and provide any additional relevant information on an attached sheet.

When completed, please return this application form by email to [westbournepc@outlook.com](mailto:westbournepc@outlook.com), or in writing to Clare Kennett, Clerk to Westbourne Parish Council, 53 Skylark Avenue, Emsworth, PO10 7GB.

<b>1. Your organisation</b>	
Name of organisation.	
Contact name and address (inc. telephone number and/or email address).	
Position/Role in organisation.	
<b>2. Details of organisation</b>	
Brief description of your organisation's activities/aims.	
How long has it been in existence?	
Does your organisation have members and, if so, how many?	
Are meeting and events open to members of the public?	
What percentage of the members/people who attend your events are from the village of Westbourne?	
Is your organisation run by a committee?	
Is your organisation a registered charity?	

<b>3. Purpose of organisation</b>	
Please provide a summary of the activities/events your organisation has run in the last year.	
Please describe how the local community benefits from your organisation.	
<b>4. About the project</b>	
Please provide details of the proposed activity/event/equipment/project for which you are applying for a grant.	
In what way will the local community benefit from the activity/event/equipment/project?	
What is the total activity/event/equipment/project cost?	
How much is the grant application for?	
How will the rest of the cost be financed?	
Have you received or applied for funding from any other source for the activity/event/equipment/project?	
<b>5. Financial details</b>	
Do you receive funding from other sources and, if so, who?	
Please supply copies of your organisation's financial records where available.	

If you have received a community grant from Westbourne Parish Council in the last three years, please provide details.	
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**Please complete the following declaration**

I declare that the information given is correct, and agree to adhere to the conditions laid out in Westbourne Parish Council's Community Chest Grant Policy.

On behalf of

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I accept the conditions in Westbourne Parish Council's Community Chest Grant Policy.

Signed: ..... Date:

.....

Position in organisation:

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If the person signing this form is under 18, it must be countersigned by an adult member of the organisation

Signed: ..... Date:

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**Please note, completion of this form does not necessarily mean that a grant application will be successful in part or in whole.**

Date of meeting at which the application was discussed:

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Grant agreed/refused

Amount: .....

Chairman: .....