



Westbury Parish Hall Charity

GRANT/DONATION AWARDING POLICY

1. Introduction

- a. Westbury Parish Hall Charity will consider applications for grants/donations from voluntary groups or charitable organisations.
- b. To qualify for an award the applicant must be able to demonstrate that any funding from the Charity will benefit the village hall, users of the village amenities or residents of the Parish.
- c. Grant applications will be dealt with by all trustees of the Charity.

2. Applications will be considered for the following purposes:

- a. For the purpose of purchasing equipment either in part or in full.
- b. For the funding of transport that will enable group members to partake in a group trip or outing regardless of their incomes.
- c. For activities that raise the profile of the area.
- d. For running costs of a viable group that is experiencing a period of hardship.
- f. For hosting special events or celebrations.
- g. For the provision of recreational facilities.

3. Conditions:

- a. Grants will not be awarded to individuals.
- b. Additional applications within a 12 month period will not normally be considered.
- c. The award must be used for the purpose for which the application was made.
- d. If the group is unable to use the award for the stated purpose, all monies must be returned to the Charity.
- e. All awards must be properly accounted for and evidence of expenditure should be supplied as requested. If the Charity is not satisfied with the arrangements, they reserve the right to request a refund of monies awarded.
- f. Donations to Registered Charities in response to a general fundraising appeal may be considered if there is a benefit to residents of the Parish.
- g. On completion of a project a letter of thanks should be sent to the Charity.

4. Eligibility:

- a. Any Charity, Voluntary Group or Community Organisation operating within the parish.
- b. Agencies that operate within the Parish and are of benefit to the local community.

5. Submission of Application:

- b. The application form must be completed in block capitals in black ink.
- c. The applicant should retain a copy of the form

WESTBURY PARISH HALL CHARITY

Application for Grant/Donation for Voluntary Organisations

Whenever possible new applications should be accompanied by the most recent set of accounts of the organisation applying. Should none be available an explanation must be provided, if possible with substantiating evidence, to enable the Council to make a judgement as to the viability of the applying organisation

1.	Name of Organisation	
2.	Name, Address and Position of Contact in Organisation	
3.	Telephone Number of Contact	
4.	Is the Organisation a Registered Charity? If yes, Charity Number	Yes/No
5.	Amount of grant requested	£
6.	For what purpose or project is the grant requested?	
7.	What will be the total cost?	£
8.	When will the money be spent?	
9.	Who will benefit from the project?	
10.	Approximately how many of those who will benefit are Westbury parishioners?	

You may use a separate sheet of paper to submit any other information which you feel will support this application.

Signed

Dated

Name (In capitals)