GRAPPENHALL AND THELWALL PARISH COUNCIL

A guide to applying for a Grant or Donation

(adopted on 20/03/25 v2)

Grappenhall and Thelwall Parish Council has a fund for projects and events that will be of benefit to the residents of the Parish. This document is a guide to making your application and explains the process by which applications are considered.

Power to make grants and donations

Grappenhall and Thelwall Parish Council has made a resolution to the effect that it is qualified to use the General Power of Competence (Localism Act 2011) and is therefore permitted to do anything that an individual may do. Under this power, it makes donations and grants to organisations and individuals.

For the purpose of this policy, a **donation** is a decision to give money to an organisation or a cause initiated by the Council, whereas a **Grant** is a request from an organisation for financial assistance and should be made, where possible, by completing the application form attached.

Who can apply for funding?

Local community groups and organisations; incorporated and unincorporated charities who are local or directly provide services to local people; national and international emergency appeals; commercial companies and individuals.

Applications from religious groups will be considered where a clear benefit to the wider community can be demonstrated that is accessible irrespective of religious beliefs.

Applications from education, health or social service establishments will be considered where the organisation can demonstrate that it is working in partnership with other groups; where the project or activity proposed is not the responsibility of another statutory body (such as Warrington Borough Council or the local NHS Trust) and where there are benefits to the wider community within the Parish.

Individuals should reside in the Parish, have references in support of their application, and have a bank account.

What can be funded?

The purchase of, or help with funding towards, capital items such as buildings or equipment.

The purchase of, or help with funding towards, items which will be used in pursuance of the principle aims of the organisation or project being undertaken, including day-to-day running costs.

The purchase of, or help with funding towards, items required in response to an emergency appeal.

The staging of, or funding towards an event or project.

Activities, projects and events which promote participation by the whole community, a significant number of the community, or groups within the community who will benefit as a result of having specific needs addressed or services provided.

Sponsorship of an individual or group taking part in a charitable event, provided the organiser of the event is not excluded below:

What cannot be funded?

Grant applications cannot be made retrospectively.

Applications that are not from voluntary or community organisations that are non-profit making.

Projects that improve or benefit privately owned land or property.

Individuals or organisations intending to support or oppose any particular political party or to discriminate on the grounds of race, religion, age, gender, sexual orientation, marital status, or any disability.

Projects or services that another statutory body, such as a principal council, has a legal duty to provide and where the law prohibits a parish council from entering into a joint funding arrangement.

How often can an application be made?

Not more than once a year for the same project or event, except at the discretion of the Parish Council.

No assumption should be made that the Parish Council will make a similar grant for a similar event in future years. A separate application will be required for each instance of funding.

How can an application be made?

Applications should be made using the grant application form on the Parish Council website. www.grappenhallandthelwallpc.org.uk

Please include a copy of the bank account for the organisation applying for a grant (dated within the last three months) with your application. The Parish Council may request supplementary information to support the application.

Applications can be emailed to clerk@gtpc.org.uk or posted to the Clerk at:

Grappenhall and Thelwall Parish Council
Parish Council Offices
Bellhouse Lane
Grappenhall
Warrington
WA4 2SG

How is the application considered?

Applications will considered by the Full Council. Meetings take place once a month (except in August) and details can be found on our website at www.grappenhallandthelwallpc.org.uk

Applicants will be advised of the outcome of their application following the Full Council Meeting.

What are the criteria against which an application will be considered?

The Parish Council will consider if the group/organisation/event or project will achieve one or more of the following for those who reside in Grappenhall and Thelwall Parish:

- Will there be benefits for people who are experiencing social disadvantage?
- Will there be opportunities to develop community involvement?
- Will there be an impact on crime and disorder?
- Will services for youth, the elderly or other groups with specific needs be provided?

- Will there be opportunities to provide or improve sporting participation or involvement in cultural activities?
- Will there be a benefit or improvement in the physical environment?
- Will equal opportunities be promoted?
- Will there be opportunities for collaborative working or bringing different agencies together?
- Can the applicant demonstrate that additional funding is available if the project requires funds beyond that provided by the Parish Council?

How will the Parish Council inform the applicant of the result of the grant?

The applicant will be notified by email or letter of the Parish Council's decision and reasons for the outcome following consideration of the application.

What happens after the grant has been awarded?

Payments of grant monies will be made by bank transfer or cheque, payable to the individual or organisation.

Individuals and organisations receiving grants are requested to acknowledge receipt of the monies by email or post.

Where appropriate, individuals and organisations should make mention of grant monies provided by Grappenhall and Thelwall Parish Council in the promotion of their event or project.

Funding should be spent within a calendar year of receipt and any unspent funds should be returned to the Parish Council and not retained as reserves by the individual or organisation.

For organisations, funding awarded should be shown separately in published financial records. The Parish Council may request to view receipts associated with the purpose of the grant.

GRAPPENHALL AND THELWALL PARISH COUNCIL

Please complete the form below and email or post it to the contact details given in the accompanying a 'Guide to applying for a grant or Donation'

How we can contact you	
Your Name	
Name of organisation you are representing	
Position in organisation	
Payee Account details (include account name, sort code and account number)	
Postal address	
Email	
Telephone number	
What the organisation does	
What are the main aims/activities of the organisation?	
How many people work for or help the organisation?	
How do the residents of Grappenhall and Thelwall benefit from the organisation's activities? You can refer to the questions we will ask when considering your application that can be found in our 'Guide to applying for a grant or Donation'.	
Is the organisation registered with the Charity Commission?	
Registered Charity Number (if applicable)	
What you would like us to fund	
Please describe your project/event and how you will use the funding	
How much will the project or event cost?	
How much funding are you requesting from Grappenhall and Thelwall Parish Council	
If this is not the full amount, please give details of additional funding from other sources	