

**WATCHFIELD PARISH COUNCIL**  
**Policy and Guidance for Awarding Small Grant Aid to Local Organisations**

**Aims and Objectives**

- a. The Council budgets a sum of money every year for grants to organisations and activities that contribute constructively to the life and community of the people of Watchfield Parish. Grants are limited and are made to organisations that demonstrate need for financial assistance. Watchfield Parish Council does not have sufficient resources to support all needs.
- b. Watchfield Parish Council will:
  - i. Publicise Grant Aid availability via the Council's website and Clerk
  - ii. Provide a full list of recent grants on request via the Clerk
  - iii. Review the Grant Aid budget annually
  - iv. Review the Grant Aid Policy annually
- c. The Council realises that some organisations, particularly new or smaller ones, may experience difficulty in completing the application process. Advice will be given to such organisations on request.

**Criteria**

Applications will only be considered if they are made using the form attached and they meet with the following criteria.

- a. Organisation and Locality:
  - i. Applications will only be accepted from charitable, voluntary and non-profit making organisations. Applications from commercial organisations will not be considered. National appeals are outside the scope of the Council's Grant Aid scheme
  - ii. Organisations should be located within Watchfield Parish or, if based outside the boundary, their work should be accessible to and of benefit to the community and people of Watchfield Parish
  - iii. Note that the Council will not fund individuals, work that directly replaces or subsidises statutory funders such as local and central government, religious promotion, organisations seeking to distribute grants on Councils behalf, organisations in serious financial deficit, retrospective funding or expenses that have already been incurred, day to day running costs, on-going staff costs or organisations that already have a substantial financial resource available.
- b. Types of Financial Assistance:
  - i. The Council may award a grant, not necessarily the total grant requested, towards specific projects or purchases of equipment. It will also consider contributing to start up operating costs if it can be proved that funding from the Council will have a positive effect on the community and people of Watchfield Parish. There is no minimum or maximum size of grant and the amount requested should be the amount needed. Council will not normally make grants that exceed £250 and may not make a grant for the full cost of the project/purchase.

**Application Process**

To ensure fair and proper consideration is given to all requests the Council requests that the form attached is completed in full.

**Making Applications**

- a. Applications will be considered at full Council meetings.
- b. During the period between a Grant Aid application being submitted and the meeting at which it will be discussed, additional information or clarification may be requested by the Council.
- c. Applicants will be advised whether their application has been successful after the full Council meeting at which the application was approved.

**General Conditions**

- a. Organisations seeking Grant Aid may be invited to give a presentation to the Council in support of their application.
- b. Grants must be spent for the purpose of the project/activity for which they were given. The Council expects due recognition and advertisement of any Grant Aid awarded.
- c. Organisations are not restricted to the number of grant applications they may submit to the Council during the any year. However, the history of previous applications may be considered in the decision making process.
- d. The award of Grant Aid in one year or period does not set a precedent for any subsequent applications.

### Other Sources of Funding

- a. [Vale of White Horse District Councils Grants for Voluntary Sector Organisations](#)
- b. [Community Fund](#)
- c. [Oxfordshire County Council funding and grants](#)
- d. [Sports England](#)
- e. [National Lottery](#)

### Complaints

If you have any complaints about how the Council has handled your application you should request a copy of the Council's Complaint Procedure from the Clerk. Any complaints made will not jeopardise your grant application or any future application to Council.

Adopted.....

## WATCHFIELD PARISH COUNCIL SMALL GRANT AID APPLICATION FORM

Applicants are advised to read the Watchfield Parish Council Policy and Guidance for Awarding Small Grant Aid to Local Organisations prior to completing this form.

This form will be submitted to the Councillors to assist in their decision making.

*Table 1 Application form*

Name of your group or organisation	Watchfield Village hall C.I.O.
Name on bank account (for cheque payment)	Watchfield village hall C.I.O.
Contact name	Ruth Holman
Position within group or organisation	Chairman
Address	96 High Street Watchfield Swindon SN6 8SW
Telephone number	01793 782234
Email address	<a href="mailto:r.homan96@btinternetcom">r.homan96@btinternetcom</a>
Brief description of group and its aims	To provide a meeting place for the community for clubs, groups and private parties
Brief description of project for which you are making this application and who will benefit from this proposed project (include number/percentage of Watchfield Parish residents who will benefit).	<p>After a two year break the village hall committee are once again organising the village fete to bring the community together after the pandemic and to celebrate the Queen's jubilee.</p> <p>The village hall committee are seeking a grant from the Parish Council to help with the costs of funding the fete, as the initial outgoings are considerable.</p> <p>The village hall committee would be grateful for any contribution the Parish Council can offer</p>
Special/other considerations	This is the main fund raising event for the hall. Money raised is used toward improvements for the hall.

Name of your group or organisation	Watchfield Village hall C.I.O.
Date form completed	28/3/22

**Watchfield Parish Council**  
**Conditions of funding if application approved**

Please sign and return the conditions with your application

Recipients are required to:

Acknowledge acceptance of the conditions of this funding by signing and returning a copy of this form.

Spend the funds for the purposes as set out in the application.

To return the funding if not spent or needed for the purposes set out in their application.

To acknowledge Watchfield Parish Council in any relevant publicity

Failure to comply with these requirements may affect this, or future applications.

I/We agree to these conditions should funding be awarded.

Signed.....

Print Name.....Ruth Holman.....

Group/Organisation...Watchfield village hall C.I.O.....

Position.....Chairman.....

Date.....28/3/2022 .....