

## **WIX PARISH COUNCIL (WPC) - GRANT APPLICATION GUIDANCE**

Wix Parish council has made provision for funds to be made available in the form of grants in support of Wix clubs, organisations and groups. The funds will be offered as small grants.

We would like to encourage applications during April/May. Recipients will be informed by the end of July. Applications will be considered outside of this timeline if new groups are formed, however funds are limited.

Application forms are available from the website or the Parish Clerk.

**Purpose:** WPC wishes to fund Wix groups that support social cohesion and deliver community wellbeing benefits through a common interest, to the residents of Wix.

**Eligibility:** As a parish council there are restrictions on who and what we can donate to, and approval for each application will be dependent on the parish council having the legal power to do so. The law requires that Section 137 grants must be “in the interests of or will directly benefit the area or its inhabitants, or of part of it, or some of it” and “the direct benefit should be commensurate with expenditure”. Similar considerations will apply when considering applications for other grants.

Wix voluntary, not for profit, groups with a constitution that primarily supports Wix residents are eligible to apply via the standard application form provided - no grants will be considered without a completed application form.

Applicants should not assume that a grant will be awarded by Wix Parish Council each year and should not be relied upon. The Parish Council has to be fair to all applications and judge them on their own merits.

Funds will be held by the PC until required. Successful applicants will be required to provide evidence that any funding provided was used for the purposes detailed in their application form within 6 months of receipt of funds.

Organisations requesting financial assistance for amounts in excess of £500 are required to submit by 1<sup>st</sup>. November, at the latest, in the year preceding their funding requirement.

## WIX PARISH COUNCIL (DPC) - GRANT APPLICATION FORM

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1) **Name of group/organisation**

**Correspondence address**

**Telephone Number**

**Day**

**Evening**

**Contact Name**

**Email**

2) **What does your organisation do?**

**(Please tell us the main purpose of your organisation; include how many members or service users you have; what % of your members are Wix residents with a Wix address; what activities you do and how you meet the application criteria i.e. contribution to social cohesion and community well being for Wix residents.**

3) **What is a grant needed for? Please tell us exactly how the grant will be used**

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4) **Amount of grant requested**

**Breakdown of total costs**

5) **Do you have a bank/building society account in the name of the organisation?**

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6) **Please ENCLOSE a copy of your most recent twelve months accounts OR a breakdown of the last 12 months income and expenditure.**

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7) **Please ENCLOSE any relevant literature including a copy of your constitution.**

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**SIGNED :**

**POSITION :**

**DATE :**