

Wisborough Green Parish Council

Parish Grant Scheme

Information for Applicants

Introduction

The Parish Plan launched in 2004 highlighted the importance of voluntary groups to the life of the village, now and in the past. To ensure that this continues to be the case in the future, the Parish Council established, in autumn 2004, a new grant scheme to promote the development of new groups and to help those already in existence that need extra support to get their activities established.

Who can apply:

Groups will be considered for funding who;

- Have been set up to meet a need or interest in Wisborough Green and been in existence for less than 2 years.
- Have been in existence for more than two years, have the potential to meet a particular need within the community, but need a bit of extra support to get their activities established. This will usually be assessed as groups that have an annual income of less than £1000.

What can be applied for:

- The Parish Council will agree an annual grant scheme allocation, which will be awarded on a first come first served basis. Except in exceptional circumstances the maximum grant award will not exceed £100.
- A grant award will not be made to cover general running costs but to fund specific items or activities such as; Hire of village facilities, Purchase of equipment, Staging of an event or activity, Training for volunteers, Publicity, Others, (to be determined on a case by case basis).
- A grant award will not exceed 50% of the total costs and there must be an indication in the application that a group applying has or is in the process of obtaining the matching funding.

How to apply:

Applications should be in writing to the Clerk at the following address:

Wisborough Green Parish Council
PO Box 255
Wisborough Green
Billingshurst
West Sussex, RH14 0WT

Or by email to: clerk@wisboroughgreenpc.org

The letter should contain the following information:

- Description of the group's activities, including current financial position.
- How they meet the criteria (see section on 'who can apply').
- What is being applied for and why.
- How the other 50% is to be raised.

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First adopted October 2004

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Page 1 of 2

The decision-making process:

- The full Parish Council will consider the application at a monthly meeting. As the Parish Council meets every month, other than August and December, the time from application to award should be no more than 2 months.
- If a grant is awarded, the group will be sent the money once evidence is provided that the other 50% has been secured.
- Groups obtaining funding should be asked to provide a brief report of how the money was spent in time for the annual parish meeting so this information can be included in the report for that meeting.