Whitchurch-on-Thames Parish Council

Grant Policy and Application Form

Section 137 of the Local Government Act 1972 allows Whitchurch-on-Thames Parish Council (WOTPC) to spend a limited amount on activities for which it has no specific power, but which it considers will bring direct benefit to the area, or any part of it, or all of some of its inhabitants. WOTPC will consider financial assistance to local organisations and groups if it believes that such a grant would benefit the parish and / or its electorates.

Grant Philosophy

The Council is aware that it does not have the financial resource to fund every request and must often make difficult decisions as to which projects and organisations to prioritise to provide funding.

Any Community / Voluntary / Charitable organisation may apply to WOTPC for a grant. WOTPC awards grants at its discretion to organisations which can demonstrate a clear need for financial support to achieve an objective which will benefit the Parish in one of the following ways, by:

- Providing a service
- Enhancing the quality of life
- Improving the environment and promoting the Parish of Whitchurch-on-Thames in a positive way.

Grant Conditions

- The award must be used for the purpose for which the application was made
- If the award cannot be for the stated purpose, all monies must be returned to WOTPC
- The applying organisation must have a bank account as disbursement cannot be made to individuals
- If requested, awards must be properly accounted for and evidence of expenditure should be supplied. If WOTPC is not satisfied with the arrangements, it reserves the right to request a refund of monies awarded.

Grants will **not** normally be awarded:

- To individuals, commercial organisations or political parties
- To Registered Charities in response to a general fundraising appeal via a central HQ
- For additional applications within a 12-month period
- Where the WOTPC considers there to be a statutory duty upon local or central government departments to fund activities or provide.
- To a school, for an activity that takes place within the school day.

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Maximum Grant Levels

- Most grants should be less than £1,500
- Grants will be considered up to a maximum of £3,000 for significant village undertakings (circa 10% of the precept)
- Groups operating outside the parish boundary will normally be limited to an upper limit of £100.00 unless there is a direct benefit to a significant percentage of village residents.

Application Process

Applications must be made in writing by using the Grant Application Form provided in Appendix A of this policy and submitted to the Parish Clerk.

Any payments made are subject to the normal annual budgetary constraints of WOTPC. A resolution for financial assistance to an organisation will be made by the Parish Council and recorded in the minutes.

A request for a grant will be considered at the next Parish Council meeting when a resolution will be passed to either;

1. Approve or refuse the request
2. Reduce the amount requested and approve the reduction
3. Request additional information or place conditions on the grant.

The Clerk will action this resolution as soon as possible after the meeting.

This policy will be reviewed annually to ensure that it meets legal requirements and reflects best practice.

Policy dated: 12 November 2026
Date of next review: April 2028

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Appendix A: GRANT APPLICATION FORM

Please read the Whitchurch-on-Thames Parish Council Grant Policy

Complete this form in block capitals and submit to the Parish Clerk clerk@whitchurchonthamesparishcouncil.gov.uk

Name and address of the organisation requesting a grant.	
Amount requested.	£
Purpose(s) for which the grant will be used	
How this will benefit the parish and/or residents of Whitchurch-on-Thames?	
Have you requested, or are you receiving funding from other sources? If yes, please provide amount and funder(s) details	
If your application is successful, payment will be made by BACS. Please provide the bank details	Account Name: Sort Code: Account Number:

Print Name: _____ Position_____

Signature: _____ Date: _____

Decision: Yes / No

Comments/conditions:

Date: _____ Minute Reference: _____

Signed: (Chair)_____ Clerk: _____