Lapley, Stretton & Wheaton Aston Parish Council Small Grants to Organisations Policy and Form 2027/28

Lapley, Stretton & Wheaton Aston has a small amount of funding that it makes available to local voluntary and community groups each year. The Parish Council is willing to consider all requests for funding that they consider are permissible within their statutory powers from Registered Charities, Voluntary Groups or Community Organisations. To qualify for a small grant the applicant must be able to demonstrate that projects funded will benefit some or all of the parish residents of Lapley, Stretton and /or Wheaton Aston and will benefit them commensurate with the expenditure. All applications will be considered on their individual merits. The final decision on assessment of applications and the level of any award offered lies with the Parish Council.

The deadline for applications is 30th September of the year prior to the financial year in which the funding is required.

Eligibility

Before a grant can be offered an organisation must show that:

- It is a properly constituted organisation. Any affiliations to regional/national bodies should be noted. (Grants will not be awarded to individuals)
- Its financial position is such that the grant is essential to the early commencement of the project.
- It has investigated other sources of funding

Conditions

- If the grant is put to purposes other than those for which the grant was awarded without the prior approval of the Parish Council, the recipient organisation shall be required to repay the grant.
- The organisation shall supply such information as the Parish Council may request regarding the impact of the project on the Parish of Lapley, Stretton & Wheaton Aston and/or its inhabitants.
- The Organisation will present how funds were spent to the Parish Council at the Annual Parish Meeting to be held in May of each year.
- **Opening dates for the following financial year open 1st April and close 30th September ready for the precept**

Amount of Grant

- Applicants will be required to meet a significant proportion of the estimated costs of the project.
- In determining the level of grant to be awarded the Parish Council will take into account the organisation's resources, location, type of intended benefit, contributions from other funding bodies and the total cost of the project.

Timescales

- Grants will be paid once a year in April. Dates are on display on the Council Notice Board and application should arrive by 30th September in the preceding year.
- Completed application forms should be forwarded to the Parish Council Clerk at Lapley, Stretton Parish Council,
- An acknowledgement of receipt will be sent, if requested.
- All applicants will be notified within three weeks of any decision being made.

Payment

- Cheques / BACS will be made payable to the organisation as named overleaf and not any one individual.
- Clear indication of how the grant has been spent will be required

Notes:

a. All questions on this form must be answered, otherwise your application will not be considered

b. All applicants must include a summary sheet of the organisation's accounts, which provides details of all balances held. A financial summary form is attached, but you may use your own more detailed format if you wish.

c. Any organisation which receives a grant will subsequently be required to submit financial details showing how the grant has been used. If receipts cannot be provided the Council may demand that the grant be returned.

d. Copies of this form and accompanying papers will be included on the Council agenda, and discussed by Council in the presence of the Press and Public.

e. The deadline for applications for grants to be paid during the **2027-28** financial year is 5pm, **30th September 2026.**

LAPLEY, STRETTON & WHEATON ASTON PARISH COUNCIL (Maximum £300 per organisation in any financial year)	**Grant Application Form**
Name of Organisation	
Registered Charity Number (if applicable)	
Organisation Contact Details	
Contact Name	
Contact Position / Role	
Address of organisation	
Telephone number of organisation	
Email address of organisation	
Describe the role of your organisation, and the work it undertakes for the benefit of the inhabitants of Lapley, Stretton & Wheaton Aston.	
Approximately how many residents of Lapley, Stretton & Wheaton Aston benefit from the services of your organisation?	
Approximately how many residents of Lapley, Stretton & Wheaton Aston are members of your organisation?	
What is the total cost of the project?	
How much grant are you seeking and how will the balance be funded?	
Give full details of the purpose for which the grant is required, with financial details of the proposed scheme and/or funding required. Continue on a separate sheet if needed.	
Give details of any grants received from Lapley, Stretton & Wheaton Aston Parish Council in the past 4 years (date and amount of grant)	
Give details of any grants received from other sources in the past 2 years (date and amount)	
Is your organisation making bids to other funding sources? YES / NO. If 'Yes' please give details	
Where did you find out about the grants available from Lapley, Stretton & Wheaton Aston Parish Council?	
Bank Account Details (for payment of grant) Account Name	

Sort Code	
Account No	

Declaration: I declare that the information given on this Application Form is true to the best of my knowledge and belief

Signed..... **Position in Organisation** ..... **Date**.....

Please return completed form to: The Parish Council Clerk, Lapley, Stretton and Wheaton Aston Parish Council, Office F7, The Business Hub, Wolverhampton Road, Codsall, Stafford, WV8 1PX. Email: office@wheatonastonparishcouncil.gov.uk Tel:01902 327091

Grant Applications – Data Protection – What you need to know.

Data Controller – We Lapley, Stretton and Wheaton Aston Parish Council are a 'controller' of your personal data ("your information"). Our address is Office FF028, The Business Hub, Wolverhampton Road, Codsall, Stafford, WV8 1PX. Our Telephone number is 01902 327091 07495789051
Purpose and Lawful Basis of Processing - We process your information to enable us to progress applications for grants and to determine the same. We do so in the public interest.
Who We May Share Information with - We will share your information with Parish Councillors to enable applications to be considered & determined.
Retention - We will retain your information for six years after the financial year in which the application is determined.
Your rights - You have the right to request access to your information; to have incorrect information rectified; to have your information erased and to have our use of your information restricted.
Complaints - If you are unhappy about the way we have processed your information please speak to the Clerk to the Parish Council in the first instance. However, notwithstanding this you do have the right to complain to the Information Commissioner.

Grant Application to Lapley, Stretton & Wheaton Aston Parish Council
Financial Summary

Name of Organisation .....

Receipts and Payments for the year ending .....

RECEIPTS	**Amount**
Subscriptions	
Donations	
Grant aid	
Fundraising events (give full details)	
Other (give full details)	
TOTAL RECEIPTS	

PAYMENTS	**Amount**
Employees	
Professional fees	
Volunteers' expenses	
Energy charges	

Rents	
Rates	
Equipment	
Telephone/postage	
Insurance	
Other (give full details)	
TOTAL PAYMENTS	

Opening Balance at _____ £_____

Closing Balance at _____ £_____