

Willoughby Parish Council

Procedure for Applying for a Grant

Introduction

Applicants requesting a Council grant must be a charity, community group or local voluntary organisation operating or providing a service to the community of Willoughby. The Council defines a voluntary group as a non-profit making organisation, set up and run by a voluntary, unpaid committee.

It should be noted that the Council has limited resources for awarding grants as their main source of income is the 'precept', which is paid for by residents as a small percentage of the council tax levied by Rugby Borough Council.

Applicants should follow the procedure set out below to request a grant which must be made in writing to the Parish Clerk at clerk@willoughby-pc.gov.uk

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All applications for grants must be accompanied by:

1. A statement of why the expenditure is required and the benefits it will produce for the residents of Willoughby Parish. (Please provide as much detail as possible).
2. A figure stating the amount of grant required and details of how it is to be spent with estimates, if applicable.
3. The most recent statement of accounts for the organisation.
4. Evidence of the level of financial contribution the organisation will make.
5. If an applicant is expecting grants from other sources, evidence of this must be provided.
6. Applications must be sent to the Clerk in writing by 1 November to allow for inclusion in the Parish Council budget figures for the year ahead. Any applications received after this date will be considered at the Parish Council's discretion.
7. Applicants must inform the Parish Council, with evidence, when the expenditure has taken place.

Reporting Requirements

Where a grant is paid to an organisation, the Parish Council requires evidence of how a grant has been spent. This should be sent to the Clerk following the AGM of the organisation. Organisations may be asked for occasional reports during the year.

General Conditions

1. The grant can only be used for the purpose stated in the application and the Council reserves the right to reclaim any grant not being used for the specified purpose of the application.
2. Prior approval of the Council is required if any change of purpose of the grant is needed.
3. If all or part of the grant has not been utilised within a twelve-month period following the award then Willoughby Parish Council can request the return of the unspent award.

This Procedure for Applying for a Grant was adopted by Willoughby Parish Council at its meeting held on 14 July 2026 and will be reviewed in 2028.