

GRANT AID POLICY – ADOPTED 21 APRIL 2026

1.0 Introduction

- 1.1 Each year, Winkfield Parish Council allocates an expenditure budget from the annual precept in order to support local groups and organisations.
- 1.2 Section 137 of the Local Government Act 1972 empowers local councils to make such grants to voluntary bodies and charities where no specific grant making power exists in other legislation and where, in the council's opinion, the grant will benefit any part of its area or any of its inhabitants.
- 1.3 In addition to grant payments, the Council makes contribution payments for longstanding partnership agreements which are not directly controlled or administered by the Council. These partnership arrangements are not subject to the application process outlined in this policy but are reviewed by Council on an annual basis. Current partnership arrangements are:
 - Bracknell Forest Council - Lily Hill Park
 - Bracknell Forest Council – Rights of Way Management

2.0 Fund Criteria

- 2.1 Winkfield Parish Council awards grants at its discretion to local and voluntary organisations which can demonstrate a clear need for financial support to benefit Winkfield Parish and its residents by:
 - Providing a service
 - Enhancing the quality of life of residents within the Parish
 - Improving the environment
 - Promoting Winkfield in a positive way

These grants are considered in three categories:

- Grants for civic purposes, i.e. churchyard maintenance
 - General discretionary grants
 - Minor community discretionary grants
- 2.2 Requests for grant aid will only be considered for applications that fall under one of the following categories:
 - A Winkfield based charity
 - An organisation serving the needs of the citizens of Winkfield
 - Residents of Winkfield requesting grant aid with a project/event, which will be for the benefit of the local community
 - A Winkfield based club, association or charity organisation serving a specific section of the community or the community as a whole.
 - An organisation/group, local or national which serves the needs of the residents of the Parish

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- A local branch of a national organisation/group which serves the needs of the residents of Winkfield.
- 2.3 WPC does not normally award grants from this fund to educational establishments in the Parish for applications directly related to educational uses
- 2.4 Guidance as to the level of grant to be awarded can be found in Appendix 1. It should be noted that this is subject to the discretion of the Council and can be varied, based on the deemed merits of the individual application.

3.0 Conditions of Funding

- 3.1 The applicant organisation must either be a non-profit or charitable organisation or operate in this spirit in the interest of the local community.
- 3.2 Grants will not be made to projects that discriminate on any grounds.
- 3.3 Grants will not be made to individuals.
- 3.4 Grants will not be made retrospectively.
- 3.5 An organisation should have a bank account in its own name. Payment will be made to the named organisation.
- 3.6 The administration of and accounting for any grant shall be the responsibility of the recipient.
- 3.7 A public acknowledgement of any grant awarded should be made by the recipient.
- 3.8 Only one application for a grant will be considered from each applicant in any one financial year unless there are exceptional circumstances. In exceptional circumstances the Council will consider a further application on its individual merit.
- 3.9 An ongoing commitment to award a grant in future years will not be made. A new application will be required for each year.
- 3.10 Each application will be assessed on its own merit.
- 3.11 The Council may make the award of any grant subject to such additional conditions and requirements as it considers appropriate. The Council reserves the right to refuse any grant application which it considers to be inappropriate or against the objectives of the Council.
- 3.12 Any grant must only be used for the purpose for which it was awarded unless the written approval of the council has been obtained for a change in use of the grant monies.

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- 3.13 Any unspent portion of the grant should be returned to the Council by the end of the financial year in which it was awarded, except where by agreement of the Council, the monies may be carried over to the following financial year.
- 3.14 The Council may make the award of any grant or subsidy as it considers appropriate in the event of any unforeseen urgent event
- 3.15 All organisations awarded a grant will be invited to the Annual Parish Meeting to share how the grant funds were used.

4.0 Application Process

- 4.1 Only applications made on the Application for Financial Assistance form will be considered. All applications will be a maximum of 2 sides of A4 including the accounts information. The application form can be downloaded from the Winkfield Parish Council website www.winkfieldparishcouncil.gov.uk, collected from the Winkfield Parish Council office or emailed upon request to info@winkfieldparishcouncil.gov.uk.
- 4.2 In addition to the Application Form, organisations will be required to provide:
- Summary Accounts on one additional page (and be willing and able to provide further organisational or financial information on request)
 - Declaration Form.
- 4.3 Grant applications will be considered and decided upon at Winkfield Parish Council meetings. The public are welcome to attend the Parish Council meetings to support their application. Meeting dates are published at www.winkfieldparishcouncil.gov.uk.
- 4.4 Confirmation of a successful application or why an application was not successful will be sent to the named person on the Declaration Form.
- 4.5 If an application is successful, funds will be awarded by cheque payment or payment direct to the organisation's bank account.

Guidance Notes for Grant Awards

Applications for financial assistance should benefit residents of the Parish. The level of grant awarded should generally reflect the number of people that will benefit from the grant as set out. However, where there is a deemed significant community benefit, the Council have discretion to award appropriate amounts that may be higher than the threshold values below.

The thresholds below are intended for guidance only.

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- Requesting organisation benefits up to 25 people in Winkfield Parish – grants up to £1,500
- Requesting organisation benefits 26 to 50 people in Winkfield Parish – grants up to £2,000
- Requesting organisation benefits 51 to 100 people in Winkfield Parish – grants up to £3,000
- Requesting organisation benefits more than 100 people in Winkfield Parish – grants up to £3,500
- Exceptional grants benefitting the wider community in Winkfield Parish – up to £5,000
- Unless there are exceptional circumstances, a grant for single application should not exceed £5,000.