

## Grant Application Process

ALL Grants will be made from the Grants' Budget, set at the beginning of each financial year. The total amount of Grant money may vary from year to year.

Request for Grants will only be accepted for consideration provided that the Council's "Application for Grants" form has been completed and appropriate supplementary information provided.

The Council will not normally make Grants to organisations outside of the Parish, unless there are direct benefits to the Parish.

Organisations employing staff must provide a full breakdown of staff and salaries.

The Council requires all recipients of Grants in excess of **£500** to provide a written report of how the Grant money has been used within 12 months of receipt of the Grant. It may take the form of an annual report or set of accounts that clearly identify the manner of spending. The written report must be deposited with the Clerk to the Council, and hence becomes a document which members of the public have a right to inspect under the provision of Section 228 of the Local Government Act 1972 (as amended).

Grant recipients may be requested to provide evidence of purchase where this is relevant.

Recipients will be asked to acknowledge Parish Council support on stationery and promotional material.

### Payment of Grants

When submitting the grant claim you should also include in the email or associated paperwork the bank details that the payment should be made too. Payment will normally be made within 10 working days of the meeting unless otherwise agreed.

In the case of organisations/projects receiving a single grant from the Parish Council only they have the choice of a single one-off payment, OR the funding can be held by the Parish Council and released at an agreed date.

In the case of organisations/projects in receipt of match funding of which the Parish Council is one of the partners/funding agencies, the Parish Council will pay its contribution against an invoice.

### Extended Grants

Extended Grants ie grants that run over a period of more than one year will not normally be considered. However, in exceptional circumstances the Council may consider such an application which should be supported by a business plan or a service plan in respect of the period for which a grant is being sought. If you wish to make an application for an Extended Grant please contact the Clerk to the Council in the first instance.

Note: The Parish Council has to conform to the requirements of VAT legislation applicable to Local Authorities