

SOUTH LENCHES PARISH COUNCIL

Policy adopted:14.05.18

GRANTS AND DONATIONS POLICY

South Lenches Parish Council sets aside each year a sum towards grants/donations which is agreed upon annually at the Full Parish Council meeting in which the budget and precept is set.

Conditions.

1. Applications for grants/donations must be made in writing and submitted to the Clerk anytime during the financial year.
2. All grant/donation applications must be decided at a Full Parish Council meeting.
3. The grant/donation must benefit the area and the community.
4. Evidence/support for the project is required as part of the application showing local need or demand for the proposed project/activity.
5. Applications must be accompanied by supporting documents:
 - Audited accounts for the last financial year where applicable.
 - Project details
 - Constitution.
 - List of managing committee members and their roles.
 - Description of the project.
 - Timetable for completion of project.
 - If the project is to take place over an extended period the timetable should include milestones for which the completion of the project can be assessed.
 - Other funding sources/grants applied for in relation to the project concerned.
6. Grants will not:
 - a) Be awarded to individuals.
 - b) Be made retrospectively.
 - c) Will not be awarded to fund activities of a political nature,
 - d) Will not be awarded to profit making organisations.
7. If the organisation/body is unable to use the money for the stated purpose, it must be returned to South Lenches Parish Council.
8. The grant must be used for the purpose for which the application was made.
9. Provide evidence/report to the Council within six months of receiving the grant to show that the grant has been applied in accordance with the application.
10. If any of the above are not adhered to the grant may be repayable in full.