

SHADINGFIELD, SOTTERLEY WILLINGHAM AND ELLOUGH
Joint Parish Council

Grants Policy

Definitions:

Within this document a 'grant' refers to any financial award made by the Parish Council to an individual, group or organisation for a particular purpose',

Grants are awarded for local Parish activities only.

Policy:

(a) Any grant made by the Parish Council must directly benefit the Parishes of Shadingfield, Sotterley, Willingham & Ellough and its Parishioners. The Parish Council cannot make grants to individuals unless the Community directly benefits.

(b) Grants cannot be made to fund political activities.

(c) All proposed expenditure must be detailed in the Parish Council's annual budget meeting, to enable calculation of the Council's precept.

(d) The organisation making a grant request should be a non-profit making organisation where membership is open.

(e) The Parish Council will not fund events or activities which can be funded by the relevant participants or which can or will be self-supporting by means of grants from other organisations

(f) The Parish Council will consider applications for funds in situations:

- Where there is no other way of obtaining the relevant funds;
- The funds will enable the relevant group or organisation to access or "unlock" funds or assistance from third parties; and
- Monies have been donated or raised but these are insufficient and funds are needed to bridge the resulting gap.

(g) The Parish Council will endeavour to provide assistance and support where appropriate to groups and organisations in the Parish wishing to access grants and other funds from third parties and local authorities for activities relevant to the four communities.

(h) The grant available is limited to a maximum of £500 per application. Only one grant will be given to any group or organisation, or for any particular purpose, in any financial year (1st April to 31st March)..The Parish Council will not carry forward unspent provision to a subsequent financial year.

Process

All applications for grants are to be made in writing on the application form to the Clerk to the Council who will arrange for those applications which meet the Council's criteria to be considered at the next Joint Parish Council meeting.

Successful applicants shall provide details of to whom payment should be made and acknowledge receipt of the payment.

Date of adoption: 17 March 2021	Chair
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Date of next review: March 2023

Clerk

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Joint Parish Council

Application for a grant

Full Legal Name (and title by which your organisation is commonly known, if applicable)	
Address for Correspondence	
Telephone number	
Email address	
Contact person & position	
Name of organisation to which the grant should be made payable	
Total cost of project	
Breakdown of total cost (include a "shopping list" if applicable)	
Amount raised so far	
Amount of grnt for which you are applying	
Other sources of funding (how you intend to raise the balance)	
Benefit to the Community Please list the benefits that you consider this grant will make to the community and/or its inhabitants	
Any other information Please continue on a separate sheet if necessary	

Name..... Signed..... Date.....