

SOUTH LENCHES PARISH COUNCIL.

GRANTS & DONATIONS POLICY AND APPLICATION FORM.

South Lenches Parish Council allocates a sum of money in its budget to be awarded in grants/donations to organisations in the Parish. The Council will not normally make grants or donations to organisations outside the Parish unless it can be demonstrated that there are or have been direct benefits to the Parish/Residents.

Grants and Donations

- Any grant/donation made by the Parish Council must benefit the parishioners of the South Lenches area.
- Grants/Donations cannot be made to fund political activities.
- The organisation making a grant request should be a non-profit making voluntary organisation.
- Consideration will be taken into account any supporting information i.e. fund raising, applications to other bodies for the same project.

Applications

- All applications for grants or donations shall be made in writing to the Clerk to the Council who shall arrange for those applications which meet the Council's criteria to be considered at a Full Parish Council meeting.
- Grants cannot be awarded after the relevant event or project has been completed.
- Successful applicants shall provide details of to whom payment should be made and acknowledge receipt of the payment.

Conditions

- Where a request for a grant/donation is agreed, the Council shall determine the amount, using the figure stated by the applicant as a guide only. Funding will be dependent on grant funds available and suitability of the application.
- The grant or donation shall be used only for the stated purpose otherwise the monies shall be returned to the Council, except where the Council's prior written consent has been given for the funds to be used for another purpose.
- The Council will request that applicants provide written feedback explaining how the grant/donation has benefited their group/organisation.
- The Council reserves the right to request repayment of any grant/donation where an applicant does not comply with these conditions.
- The Council would ask that a representative attend the meeting when the application is being discussed.

Documents to be submitted:

- a) **Completed application form.**
- b) **Details of the project and estimated costs.**
- c) **Copy of constitution (if applicable).**
- d) **Last audited accounts and current financial status**

SOUTH LENCHES PARISH COUNCIL - Application Form for Grant/Donation

1.	Name of Organisation applying	
2.	Name, Address and Status of Contact	
3.	Telephone Number of Contact Email address of Contact	
4.	Is the Organisation a Registered Charity? If so please provide registration number.	
5.	Amount of grant requested	
6.	For what purpose or project is the grant requested?	
7.	What will be the total cost of the above project?	
8.	If the total cost of the project is more than the grant, how will the residue be financed?	
9.	Have you applied for grant for the same project to another organisation? If so, which organisation and how much?	
10.	Who will benefit from the project?	
11.	Approximately how many of those who will benefit are parishioners?	

DECLARATION

I confirm that I have read the policy notes on grant applications and should the project not proceed I will inform the Parish Council and return grant funds received to the Parish Council.

Signed by:	
Name in capitals:	
Position in organisation:	
Dated:	

FOR OFFICIAL USE.

Accounts received:	Yes/No	Quotation received:	Yes/No
Approved by Council on:		Cheque paid on:	
Reason for rejection:		Proof of completion of project received:	Yes/No