

## **Litton Council Grant Awarding Policy**

This policy was adopted by Litton Parish Council at its meeting on 21<sup>st</sup> November 2016.

At its discretion Litton Parish Council will consider applications for small grants.

To qualify for an award the applicant must be able to demonstrate that any funding from the Parish Council will benefit the Parish or community.

Grant applications will be dealt with by the Full Council.

### **Conditions: -**

1. Grants will not be awarded to individuals.
2. Additional applications within a 12 month period will not normally be considered.
3. The award must be used for the purpose for which the application was made.
4. If the group is unable to use the award for the stated purpose, all monies must be returned to the Parish Council.
5. All awards must be properly accounted for and evidence of expenditure should be supplied as requested. If the Parish Council is not satisfied with the arrangements, they reserve the right to request a refund of monies awarded.
6. Any grant application exceeding £50 needs to be submitted by 31<sup>st</sup> October of the financial year prior to the funds being required in order that budget provision can be considered.

### **Eligibility: Applications for Council grants will only be considered from local, legally constituted, community groups which:**

- Demonstrate efficient levels of administration. (Hold regular meetings, keep minutes and circulate information to group members).
- Demonstrate sound accounting procedures. (By submitting proper accounts for scrutiny; unless the group is recently formed).
- Will provide reports, as requested by the Council, on the progress of any projects funded by a Council award.
- Operate in a manner that is compatible with the Council's own employment and equal opportunities policies and practices; to include recruitment and support of volunteers.
- Agree to acknowledge the Parish Council's support to the group in any publicity and reports.

## APPLICATION FOR FINANCIAL ASSISTANCE

<b>1 Name of Organisation:</b>
<b>2 Name and address of correspondent (and office held):</b>
<b>3 What are the objectives of your organisation?</b>
<b>4 Is membership/support open to any resident of Litton Parish, regardless of sex, age, ethnic origin, religion, disability or sexual orientation? If not, please give reason:</b>
<b>5 Amount of grant applied for £</b>
<b>6 Purpose for which the money will be used. Please explain clearly and simply the reason for your request.</b>
<b>7 Have you applied for grant aid to any other organisation (including local authorities)? If so, to whom (please give details of the decision on your application):</b>
<b>8 Is there anything else you wish the Parish Council to take into account when considering this application?</b>
<b>9 Please ensure that you have attached up to date examined accounts in support of this application.</b>

**I agree to the Principles of Grant Aid as set out by Litton Parish Council**

**Signed**

**Dated**