

GRANT AWARDING POLICY

1. Introduction

1.1 **LINDFIELD PARISH COUNCIL** welcomes and values the work of local voluntary groups and organisations. The council has a policy for making grants to groups and organisations which contribute to the welfare of the community by improving or supporting facilities and/or activities. Applicants must be able to demonstrate a clear need for financial support.

2. Guidelines

2.1 An overall limit for the annual provision of grant aid will be determined as part of the budget setting process, and applications will be invited to be assessed at six points during the year.

2.2 Applicants must complete a grant application and return it, together with the required financial information, to the council. Applications will be considered by the **FINANCE & GENERAL PURPOSES COMMITTEE**. Committee dates and application deadlines are published on our website.

2.3 Grants will not normally exceed 50% of the cost of the project or activity.

2.4 Applicants will provide details of the project/activity and how **LINDFIELD** residents are expected to benefit.

2.5 Organisations must provide a report of how the money has been spent. Any unspent money must be returned to the council.

2.6 As a condition of receiving a grant, organisations will be required to acknowledge the council's support in any publicity material.

2.7 The council will not normally support commercial organisations, major charities, bodies considered to be self-funded or provided for by other authorities.

2.8 In exceptional circumstances, a grant may be awarded outside the grant timetable at the discretion of the **FINANCE & GENERAL PURPOSES COMMITTEE**. The council reserves the right to refuse any grant application, or offer an alternate amount to that originally requested.

2.9 More than one application from a party within a 12-month period will not normally be considered.

3. **Policy Implementation and Review.**

3.1 This policy was implemented on [INSERT DATE]. The policy shall be reviewed every year by the **FINANCE & GENERAL PURPOSES COMMITTEE**. The date of the next review is [INSERT DATE]

GRANTS – IMPORTANT Documents to send with your application

The following documents **MUST** be submitted with your application:

1. A copy of your organisation's Constitution, signed and dated by the Chair.
2. If your organisation works with children or vulnerable adults a copy of your Safeguarding Policy and Procedures must be enclosed.
3. A copy of your organisation's audited or independently examined accounts.
4. In the case of a newly formed organisation, a budget and business plan should be included if available including an indication of how the project will be managed.
5. Please confirm that your organisation is fully insured and, where necessary, has completed risk assessments covering its activities.

Please note:

The council reserves the right to request additional information in support of an application if there are any queries.

The payment of the grant by the council is made strictly on the understanding that should the project not go ahead; all monies will be returned to the Parish Council.

When completed, please send this form together with supporting documents to:
clerks@lindfieldparishcouncil.gov.uk

Date approved: 29 September 2021