

SHREWLEY PARISH COUNCIL GRANT AWARDING POLICY

SEPTEMBER 2018

1. Policy

Shrewley Parish Council has a limited budget for the award of grants to specific groups operating within the Parish boundary. Shrewley Parish Council expects that grant funding will provide a tangible benefit to the people of Shrewley Parish with particular emphasis on improving the quality of life for residents and/or the development of recognised groups of people. Shrewley Parish Council expects that any grant awarded will normally represent a financial contribution to a project or defined purpose and should not normally be seen as a source of total funding for a project or defined purpose. Shrewley Parish Council expects that any individual/body applying for a grant will not be the direct beneficiary and that any benefit will be for groups/categories of Parish residents. Organisations thinking of applying for a grant are encouraged to contact the Parish Clerk for advice on completing the Grant Application Form.

2. Terms and Conditions

- 2.1. Typically grants are a minimum of £100 and a maximum of £1000 but applications for larger grants will be considered where exceptional circumstances can be demonstrated.
- 2.2. The amount of the award will be at the discretion of Shrewley Parish Council.
- 2.3. Shrewley Parish Council reserve the right to reject any grant application.
- 2.4. Any grant or portion thereof which is not used for the intended purpose must be returned to Shrewley Parish Council.
- 2.5. Except in exceptional circumstances a Grant will not normally be made where the event/project has already happened.

3. Guidance to Applicants

- 3.1. Written applications must be made using the Grant Application Form which is available from the Parish Clerk, email shrewleyparish@aol.co.uk or phone 07785 327513.
- 3.2. Details of precisely what the grant will be spent on must be provided.
- 3.3. Anticipated benefits to the Shrewley Parish community from the use of grant monies must be clearly identified and stated.
- 3.4. A reasonable level of information regarding the financial position of the organisation/project making the grant application should be provided for the purposes of assessment. This could be in the form of:
 - 3.4.1. Cost estimates for a project together with any funding already secured
 - 3.4.2. Where appropriate, a copy of your latest approved statement of income and expenditure or other financial report which indicates your financial position
 - 3.4.3. Photocopy of a bank statement covering the past six months, if available

For further information regarding fulfilling our requirements in this area please approach the Parish Clerk.

- 3.5. Projects that require on-going funding will usually only be considered if there is a clear plan of how funding is anticipated after the initial contribution from the Council's grant fund.
- 3.6. Once the grant monies have been used, evidence will be required to show they have been applied for the intended purpose.
- 3.7. The grant giving year runs from 1 April to 31 March.
- 3.8. A grant application can be made at any time within the grant giving year and will be discussed at the following Parish Council Meeting.
- 3.9. Grants will be made for a specific year. Shrewley Parish Council will not make grants for multiple years.
- 3.10. A grant application submitted after the final Parish Council meeting in the same grant giving year is taken to be for the following year.

This policy was adopted by the Parish Council on September 3rd 2018 and is reviewed every three years.