

# WHITEPARISH PARISH COUNCIL

## Grant Awarding Policy

Guidelines/Criteria for applications to Whiteparish Parish Council for Grants.

1. Applications must be received two weeks prior to the appropriate meeting dates (dates available upon request).
2. An organisation should only make one application for a grant in each financial year.
3. The Parish Council could exceptionally support an organisation more than once in a year.
4. The organisation must be non-profit making.
5. The Parish Council will not support an application for an individual seeking financial backing.
6. The organisation must be one that benefits the local community and there must be indications of what percentage of members/beneficiaries are residents of Whiteparish.
7. The organisation must demonstrate a clear need for financial support and that it has sought to generate a proportion of its own funding or sought funding from other sources, supplying evidence and supporting documentation.
8. A condition of the application is that the organisation applying must submit a trading account and balance sheet for the last financial year including existing bank/building society accounts.
9. Organisations just starting up must submit basic financial information.
10. A member of the group applying must be present at the Parish Council meeting when their grant is being considered.
11. We would anticipate that the grants will normally be awarded for one off capital items only.
12. In the event of a project/scheme/venture not proceeding the grant will be returned to the Parish Council.
13. There is no upper or lower figure set for the amount of any grant.
14. If a grant is approved to an organisation the Parish Council would wish to receive recognition of their support.
15. The Parish Council will require a receipt from the organisation for any donation received.
16. All grant money must be properly accounted for and details of the expenditure are to be reported to the Parish Council, at times to be decided by the Parish Council, and those details will be publicised by the Parish Council.

GAP reviewed 06.09.22