



DODDINGHURST PARISH COUNCIL

GRANT POLICY/GUIDELINES

1. Successful applicants will receive their grants during the financial year in which they are agreed (1st April – 31st March).
2. The Parish Council will consider applications for up to £500 but larger grants may be considered on request. Grants are limited by the amount available in the current round. Ask the Clerk for more details.
3. Applicants need to complete the Council's application form and provide all the information requested. All sections of the form need to be completed and incomplete forms will not be considered.
4. Applications can be made for revenue expenditure (excluding salaries) or capital projects.
5. The Council will consider the purpose of the grant, how the grant will benefit the residents of Doddinghurst, and any approaches made to other funding sources.
6. Organisations are not restricted to the number of applications they make, but the history of previous applications will be considered in the decision-making process.
7. Grants awarded for the purchase of goods or services will be paid on receipt of a receipted supplier's invoice. However, special arrangements may be made if an organisation demonstrates that cash flow prevents this.
8. Grants awarded must be requested for payment within twelve months of the date of the award. After this time the offer will be withdrawn.
9. Where a grant is offered for a project in the planning stages, the Council may pledge a sum which will become payable when the project is underway. In this case the offer will be kept open only for a limited period. The project must have commenced, or a firm commitment made to a start date, before the grant can be claimed, and this must be within twelve months of notice of the grant being made. After this time the offer will be withdrawn.
10. Grants awarded are within the Council's grant budget which is set annually. You are advised to contact the Clerk to check the budget available before submitting your application.
11. Applications will be considered by the full Council and applicants will be informed of the outcome after the meeting. Completed application forms need to be received at least one week prior to the meeting date.

12. You are encouraged to attend the meeting to speak further in support of your request and address any queries.
13. The Council's policy is to grant financial assistance only to local projects, and not national or county appeals. However, local branches of national organisations may apply.
14. The Council will not give financial assistance to charities operating overseas or to a fund established to help persons outside the UK. Through the General Power of Competence, the council will consider giving financial assistance to individuals.
15. A condition of receiving the grant is that organisations are required to acknowledge the Council's support in their publicity material.
16. You will be notified in writing of the Council's decision, and if it has been refused you will be advised of the reasons for refusal. There is no appeal system and the decision of the Council is final.
17. Successful applicants must provide a statement setting out how the grant has been applied, to include invoices/receipts where applicable.
18. It is important for the Council to evaluate the success of its grant scheme. If you receive a grant we will ask for feedback on your event or project.

Please note that your application form, accounts and other information may be copied and placed on the public agenda for the meeting (no personal data will be disclosed)