

# ASTLEY PARISH COUNCIL

## Grant Awarding Policy

The Parish Council may award grants at its discretion, to organisations that can demonstrate a clear need for financial support to benefit the parish and its residents by:

- Providing a service
- Enhancing the quality of life
- Improving the environment
- Promoting the Parish of Astley in a positive way
- Improving recreation / sports

### Who may apply?

- a) Local clubs / societies / organisations
- b) Regional/national charitable bodies providing a service, which may benefit the local community.

The Parish Council cannot give financial assistance to individuals under this scheme nor will it consider retrospective applications where the activity or project has already been carried out.

### How to apply

An application for an amount of up to £100 can be made using the attached application form. The form should be submitted by a responsible member of the organisation and together with a copy of the most recent year end accounts for the organisation, sent to the Parish Clerk for consideration by the Council, between 1<sup>st</sup> November and 31<sup>st</sup> December.

Members judge applications on merit and approved grants will be paid in April.

Each application will be assessed on its own merits. The Parish Council will take into account how many people within the Parish will be positively impacted by the project and frequency of any previous awards. The Parish Council reserves the right to refuse any grant application which it considers to be inappropriate or against the objects of the council.

### When to apply

Applications can be submitted from 1<sup>st</sup> November until 31<sup>st</sup> December and will be considered once a year at the January meeting. Only in exceptional circumstances will applications be considered outside of this timeframe.

### Conditions of the Grant

The grant must be used for the purpose for which the application was made and written proof to the Council must be made within one year of the grant being awarded.

Signed:..... (Chairman of the Council)

Policy adopted by Council on 14<sup>th</sup> October 2020

Review date: October 2021

# ASTLEY PARISH COUNCIL

## GRANT APPLICATION FORM

Please read the Grant Awarding Policy before completing the application form. Please submit your application between 1<sup>st</sup> November and 31<sup>st</sup> December and send together with a copy of the most recent year end accounts for the organisation, by email to:

The Parish Clerk, email: [astleypc@hotmail.co.uk](mailto:astleypc@hotmail.co.uk)

Applications will be considered annually at the January Parish Council meeting.

Name of organisation?	
Contact details. Telephone number. Email.	
Name of the person making the application.	
Position within the organisation.	
Is the organisation a registered charity?	
If yes, what is the charity number?	
Please provide details of the project for which the funds are required.	
How will the project enhance the lives of parishioners?	
Number of parishioners the project will affect?	
Details of any restrictions on who can use/access your organisation's services?	
Details of any environmental impact of the project?	
Total project cost?	
Total amount requested from Parish Council?	
Details of other grants requested/agreed from other organisations?	

**I am authorised to apply for this grant on behalf of the organisation named above, and to the best of my knowledge the information in this form is correct.**

**Signed:** \_\_\_\_\_ **Date:** \_\_\_\_\_