

Upper Beeding Parish Council

GRANTS AND DONATIONS POLICY

Introduction

Upper Beeding Parish Council will consider grants from voluntary groups or organisations. The applicant must be able to demonstrate that any grant funding awarded will be used for the benefit of the parish and/or its residents.

The grants budget is set each year as part of the annual budgeting process.

Grants will be considered at full Council meetings, the dates of which are advertised well in advance. Any grant application must be with the Clerk at least 14 days prior to the meeting in which it is to be considered. Dates of Parish Council meetings are advertised on the Parish Council website and on the village noticeboards.

Eligibility

- Grants are only given to local organisations
- Only projects that benefit the residents or parish of Upper Beeding will be considered.
- Retrospective applications will not be considered
- Only properly managed projects will be considered
- Grants will not be considered for activities the council considers to be the responsibility of a statutory authority
- Grants cannot be awarded to fund activities outside of the powers and functions of Upper Beeding Parish Council

How to apply

Applications must be made in writing to the Clerk, the following should be included with the application:

- Amount of funding required
- When is the funding needed? (a start and end date should be included)
- What is the grant request for? (please provide as much detail as possible)
- Details of any other funding sources
- The latest annual accounts of the organisation must be included
- Copies of quotes must be included

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Conditions

- Grants will not be awarded to individuals
- Grants will be paid by cheque the month following the award.
- The award must be used for the purpose for which the application was made.
- If the grant is not used before the proposed end date of the project the Parish Council must be informed.
- Any unspent portion of the award must be returned to the Parish Council within 6 months following the proposed end date of the project.
- An acknowledgement of the contribution should be made to the Parish Council whenever possible and reference should be made in the organisation's annual accounts.
- Grants will only be awarded where the parish and/or residents of Upper Beeding will directly benefit.