



<b>Meeting Date:</b>	<b>27<sup>th</sup> November 2019</b>
<b>Report Subject:</b>	<b>Grant Making Policy</b>
<b>Contact:</b>	<b>Clerk/Chairman</b>

## Ref: 17 Grant Making Policy

The Parish Council awards grants at its absolute discretion. Organisations applying for a grant must demonstrate their clear need for financial assistance. The Council cannot provide grants for:

- Any organisation operating overseas.
- Private individuals
- Commercial organisations
- Political Parties
- Religious Organisations (unless the purpose of the grant does not discriminate on grounds of belief)
- Another local or public authority carrying out a statutory duty.

This list is not exhaustive and the Council may add to it at its discretion.

Only one grant application will be entertained from an organisation in any financial year. Applications received in the last quarter of a year may be carried over to the following year. Grants will not be made retrospectively.

## Grant Application Process

Applications must be made in writing either:

- By email to [Trish.Jamieson@highcliffewalkford-pc.gov.uk](mailto:Trish.Jamieson@highcliffewalkford-pc.gov.uk)
- Online at <https://highcliffewalkford-pc.gov.uk/grant-applications/>
- By post to the Parish Clerk at: Highcliffe & Walkford Parish Council, 254 Lymington Road, Highcliffe,

If provided, the following information is useful to enable the Council to assess the value of an application:

- Copies of last year's accounts and estimates for the coming year
- Estimate of the number of members/residents benefitting from the application
- Details of the extent of the organisation's activities in the parish together with any restrictions.
- If relevant, details of the specific project the grant I intended to fund.
- Other efforts that have been made to attract funding elsewhere.

## Other Matters

Subject to any 4th quarter applications being delayed, all applications will be considered at the next available meeting of the Council.

The Council will take into account all known factors including the history of grants previously paid to the Applicant. This is necessary to ensure a fair distribution of available resources

Grants will not be made on ongoing basis. A fresh application will be required each year.

The Council may make an award subject to any conditions it sees fit. The Council reserves the right to refuse any application which it considers inappropriate or against the objectives of the Council.

A grant must be used for the purpose disclosed in the application and, if the organisation is unable to do this, with all or any part of the grant any unexpended portion must be repaid to the Council. The Parish Council may require proof of expenditure.

Instead of a cash grant the Council may at its discretion gift furniture or equipment to an Applicant. Such a gift must be insured and maintained by the Applicant.

Organisations receiving a Council grant are required to acknowledge the gift in their internal and external communications.