

## **Guidelines for grant applications**

To assist you with your grant request the following guidelines have been drawn up. These guidelines are similar to the procedures which the Parish Council itself has to follow. However please note that these guidelines are just that and are not set in stone, each application will be considered by the Parish Council on its merits. Should you have any queries please do contact the Council Office.

**When making a request please bear the following in mind and supply as much detail as necessary:**

- 1.1 That the application form is completed as fully as possible.
- 1.2 That the grant produces a direct benefit for the whole or part of the parish. *The Parish Council is governed by legislation in so far as it can only consider grants that directly benefit its residents and/or its area.*
- 1.3 The appropriateness of the amount requested for the objective to be met. *Is the amount request realistic and will it, along with other attributed funds, fully cover the costs involved.*
- 1.4 That, where an application is from outside the parish the grant would directly benefit the parish residents or area. *See 1.2 above.*
- 1.5 To consider if it would be more appropriate for other bodies other than the Parish Council to contribute. *If you are unsure Council staff may be able to assist or put you in touch with others who will know where you can apply for other grants.*
- 1.6 To ascertain what other bodies have been contacted. *With what success and amounts pledged.*
- 1.7 To ascertain if other areas of self-funding have been explored. *To what lengths have other areas been explored and with what success.*
- 1.8 That it is not normally the policy of the Parish Council to grant loans. *There is strict legislation that the council has to follow to allow the granting of loans.*
- 1.9 That it is not normally the policy of the Parish Council to make grants by instalments. *Payments are usually made by cheque and are paid on receipt of notification of work being completed or goods received (alternative arrangements can be made if necessary).*
- 1.10 Revenue support grants may also be considered by the Parish Council. *It is important to detail the benefit to the community when requesting a grant towards running costs and to perhaps explain why there may be a shortfall between revenue and expenditure.*
- 1.11 Strict criteria may apply to large capital projects. *This is to safeguard the public's money to the best of our ability.*
- 1.12 That all applicants be invited to address the council. *This is an ideal opportunity for you to put your case to the council, however this is not a requirement for your application.*

**On a grant being made the following should be noted:**

- 2.1. That each applicant will be requested to complete a form informing the council of the completion of the project/purchase of equipment (as suitable). Where large amounts are granted that a written report be submitted to the Parish Council on the outcome of the project.
- 2.2. That where the purpose of any grant was wilfully misapplied or fraud was suspected, the council will take advice on the possibility of taking legal action for the return of the grant or some other appropriate redress.