



Sitlington Parish Council

Grant Awarding Policy

Adopted 5/9/23

Minutes ref: 093/0923e

SITLINGTON PARISH COUNCIL

Grant Awarding Policy

Objectives

The Parish Council wishes to support activities and causes which benefit the parish of Sitlington. A grant is any payment made by the Parish Council for the specific purpose for which it is claimed and for the well-being of the community.

Eligibility

Any grant made by the Parish Council must directly benefit some or all of the residents of the parish of Sitlington.

The following criteria must be met for a group or individual to be considered for a grant: -

- The group/individual must demonstrate local connections to Sitlington.
- The group/individual must be a local charity, (we do not give to national charities) voluntary, community or “not for profit” organisations.
- The group/individual must be able to demonstrate that any funding from the Parish Council will directly benefit the residents of Sitlington
- The group/individual must be formally constituted and have a management committee made up of volunteers/trustees.
- Funds will need to be paid into a bank account of the group/committee applying. It will not be paid into personal bank accounts.

Conditions

- On-going commitments to award grants in future years will not be made. A fresh application will be required each year. This will be at the discretion of the council.
- Multiple applications within a 12-month period will not be considered;
- The Parish Council reserves the right to reclaim any grant (or part thereof) not being used for the purpose specified on the application form. The Parish Clerk will, therefore, be allowed to verify that the monies have been spent accordingly.

- The Parish Council has the right to refuse any grant application which it feels will not comply with its objectives. There is no right of appeal to this process.
- Evidence of actual or estimated expenditure must be supplied to the Parish Council prior to the payment of any grant. If the Parish Council is not satisfied with the arrangements, it reserves the right to request a refund of monies awarded. Further financial information may need to be supplied depending upon the circumstances of each application.
- Retrospective grants will not be considered.
- An acknowledgement on receipt of the grant payment is required.

Application Process

- Applications should be made by in writing, using the application form available from the Parish Office or from the Parish Council website and should include as much detail as possible. This must include the amount requested, what the money will be spent on and what benefits the awarding of a grant will be. This is especially important as funds are limited and Sitlington Parish Council wants to ensure that the outcomes of any monies spent are of benefit to as many residents of Sitlington as possible.
- Applications are accepted at any time of the year.
- All applications will be acknowledged upon receipt by the Clerk. Applications will then be discussed at the next Parish Council meeting. Applicants are usually informed of the funding decision within two weeks of the meeting.

Promotion

The Parish Council will ask for recognition from successful groups/individuals in the form of the promotion of the Parish Council in the organisation's newsletter or any press release. The Parish Council will also recognise successful groups in its own reports to the residents of the parish.