

## Napton Parish Council

### Grant Applications Policy

Please read the following before completing the attached application form.

#### **Criteria for grants to voluntary and other organisations**

1 The parish council periodically makes funds available for community organisations or activities. Grants of up to 20% of the total project cost may be provided for applications which meet one of the following criteria:-

- improve the village environment or amenities within the Parish boundary
- enhance the social, cultural or recreational life of the Parish
- provide a service or facility for the residents of Napton
- provide a service which supports vulnerable/disadvantaged members of our community
- supports the priorities set out in the emerging Neighbourhood Development Plan

Preference will be given to applications which benefit the community at large rather than minority interest groups.

The maximum award which can be given is £500.

2 Applications will not normally be considered from the following:

- Groups which are not formally constituted i.e. do not have a constitution and bank account
- Commercial organisations
- Groups undertaking projects or activities which would normally be funded from other sources/ by other organisations
- Individuals
- Groups which do not have an open membership policy or which discriminate on the grounds of race, sex, gender or religion.

3 Applicants should provide a fully-costed proposal, and will ideally demonstrate evidence of effective fund-raising by the applicant or sponsors. The Parish Council may request to view audited accounts.

4 Grants shall be spent within 6 months of being awarded. Unspent funds must be returned to the Parish Council. In exceptional circumstances, an extension may be agreed.

5 Variations in projects after grants are awarded must be discussed with the Parish Clerk who may wish to raise the issue at a council meeting.

6 The Parish Council will require copies of all invoices before releasing payment.

7 Retrospective applications will not be considered. Applications should therefore be made well in advance in order to allow sufficient time for consideration.

Napton Parish Council

Grant Applications

**Name of organisation:**

**Applicant's name, address and email:**

**Position in organisation:**

**Name of Project:**

**Please give details of your project and explain how it meets the Council's criteria by benefitting the community (max 750 words)**

**Total project cost:**

**Amount of funding requested:**

Signed.....

Date.....

**For Parish Council Use**

Application Approved/Refused

Date of PC Meeting:

Amount Awarded:

Date Paid:

Signed (Clerk):