

# LOWER BEEDING PARISH COUNCIL

## GRANTS AND DONATIONS POLICY

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### Introduction

Lower Beeding Parish Council will consider grants from voluntary groups or organisations within the Parish. 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 Lower Beeding Parish 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 Lower 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.

### Conditions

- Grants will not be awarded to individuals
- Only one application per organisation in a twelve-month period will be considered.
- Grants will be paid by cheque or transfer the month following the award.
- The award must be used for the purpose for which the application was made.

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- 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 Lower Beeding will directly benefit.

**Peter Knox**

Clerk to Lower Beeding Parish Council,

Reviewed 1<sup>st</sup> January 2025

### APPENDIX

#### GRANT APPLICATION FORM

**1. Name of Organisation:**

**2. Name, address & position of contact in the organisation:**

**3. Phone number of contact:**

**4. Email address of contact:**

**5. Is the organisation a Registered Charity?**

**If yes, Charity Number:**

**6. Amount of Grant Requested?**

**7. For what purpose or project is the grant requested? (please give as much detail as possible)**

**8. What will be the total cost?**

**9. When will the money be spent?**

**10. Who will benefit from the project?**

**Please submit this form together with a covering letter giving any other information which you feel will support your application, together with recently certified accounts. In signing this form you agree to abide by any Terms & Conditions included within the policy.**

**Signed .....** **Date .....**

**Name (In capitals) .....**

**Please return the completed application form and supporting documents to:**

**Peter Knox, The Clerk**

[clerk@lowerbeeding.com](mailto:clerk@lowerbeeding.com)