



## FOREST ROW PARISH COUNCIL GRANT ALLOCATION POLICY

### 1. GENERAL

1.1 Applications will be considered by the Finance & Policy Committee which meets quarterly and will be allocated in line with its annual budget. The Council's website should be checked for dates of the meetings: [www.forestrow.gov.uk](http://www.forestrow.gov.uk).

1.2 Applications should be received in the Parish Council Office at least 10 days prior to the scheduled meeting dates.

1.3 Only one grant per community organisation will be awarded in any one financial year.

1.4 Annually recurring grants will not be considered as a rule but each grant will be considered on its merits and the benefit to the community as a whole.

1.5 Retrospective applications or payments will not be considered.

1.6 It is a condition of the grant that successful applicants will be required to show proof of expenditure and submit relevant purchase orders/quotations/invoices etc to the Clerk.

1.7 Grants must be spent within one calendar year of allocation, and in default the grant monies must be returned to the Council.

### 2. ELIGIBILITY

The Council will consider applications from the following eligible groups:

2.1 Registered Charities (if National, then there should be a proven benefit to local residents)

2.2 Community Organisations

2.3 Voluntary Groups – run on a not-for-profit basis with a current bank account in the name of the group.

2.4 The Council will consider applications from religious groups, but the application must show that the project will bring wider community benefit.

2.5 Grants will not normally be considered from individuals unless there are very specific, proven benefits to the community.

### 3. CRITERIA

2.1 Grants will be considered towards direct costs/expenditure for a wide range of purposes including marketing, professional fees or training costs, capital expenditure, refurbishment or development projects or events.

2.2 Applications must be accompanied by at least one year of (audited) accounts for the organization, if applicable, together with current bank statements, (at least one month), a full budget/financial projections and relevant quotations for the project/event to demonstrate:

2.2.1 The actual purpose for which the grant is required, and

2.2.2 Whether the project/event will be financially viable.

The requirement for audited accounts may be waived at the Council's discretion if the applicant is: a company exempt from audit under section 477 of the Companies Act 2006, or a newly formed organisation which has not yet produced annual accounts.

2.3 Any grant received must be specifically for the project at purpose described in the application. Any changes to the objectives/purpose stated in your application, must first be discussed with the Parish Clerk.

2.4 Whilst the Council does not require that applicants have match funding from other sources for their project, it should be stated on the application if other funding is being sourced.

2.5 When a grant is approved the Council's Logo should be used on any publicity for the project.

Policy last reviewed: May 2020  
Due for review: May 2022