



NEWICK PARISH COUNCIL

GRANT AWARDING POLICY AND PROCEDURE

(Adopted 29/04/2014)

Policy

The Parish Council will include within its annual budget an amount to be awarded in grants to local organisations which can demonstrate a need for financial support either towards day to day running costs or for a specific project.

Any organisation applying for a grant from the Parish Council must be able to show that its activities provide a service for and/or bring about an improvement in the quality of life or the environment for residents of the parish.

The Parish Council may consider awarding a grant to organisations based outside the parish if it can be shown that residents of the parish would benefit directly from the service or activity provided by the organisation.

Grants will not be awarded to commercial organisations, political parties, or groups whose funds are redistributed by a central headquarters.

The Parish Council will record the power under which each grant has been awarded (e.g. S.137 Local Government Act 1972 or General Power of Competence).

How to apply for a grant

Applications should be made on the Parish Council's grant application form which is available on the parish website or from the Parish Clerk. The completed form and supporting documents should be sent to the Parish Clerk.

Applications will be accepted at any time, however, applications for grants of more than £250 should be made by 31st October for awards to be made in the following financial year.

Additional information required

Organisations must submit with the application form a copy of their last year's completed accounts.

When will grants be awarded?

Grant applications will normally be approved at the Annual Meeting of the Parish Council which is held at the end of May each year and payments will be made soon after this meeting. Applications of an urgent nature will be considered at the Parish Council meeting following receipt and, if funds are available and the application is approved, payments will be made as soon as possible after the meeting. Applicants are invited to attend the meeting at which their application will be considered.

Follow up

The Parish Council will ask for confirmation that the grant has been spent as it was intended, and may require evidence of this.

Mrs Sue Berry, Clerk to the Parish Council
18 Newlands Park Way, Newick, Lewes, East Sussex BN8 4PG
Tel: 01825 722135 – Email: newickpc@newick.net

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Grant Application Form

Name of organisation	
Contact name and address (Please give position within organisation)	
Telephone number	
Email address	
Aims of organisation	
Charity number if applicable	
Number of members resident in the parish of Newick	
Details of project for which grant is required, and how this will benefit residents of Newick. (Please include total cost of project. Continue on a separate sheet if necessary)	
Amount of grant being applied for	
Please list any other sources of funding for this project.	

Please return completed application form with a copy of your last year's accounts to:-

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