

ABBOTS LEIGH PARISH COUNCIL

Policy for the Consideration of Grant Requests

The Parish Council considers grant requests from organisations as part of its annual budget setting process. The following criteria are designed to assist in ensuring that an objective approach is taken in considering applications.

Eligibility

Only registered charities, voluntary groups or community organisations are eligible to apply for a grant. National or regional charities are not eligible, nor are individuals.

Any organisation applying for a grant must be primarily based within the parish of Abbots Leigh and must be able to demonstrate that funds awarded will be used for the benefit of residents within the parish.

Purpose /objectives of any grant

Grants awarded should be used for:

- Purchasing equipment either in full or in part.
- Funding transport that will enable group members to partake in a group trip.
- Hosting special events or celebrations.
- Provision of recreational facilities.
- Funding specific projects.
- Specific items of expenditure in the upkeep/maintenance of community structures.

Conditions

- Any grant is made at the discretion of the Parish Council and is not an entitlement for any organisation.
- An award is made on the condition that it is used for the purpose for which the application was made.
- If an organisation is unable to use all or any part of the award for the stated purpose then all or any monies not used for the stated purpose are to be returned to the Council.
- All awards must be properly accounted for and evidence of expenditure is to be supplied as requested. If the Council is not satisfied with the arrangements, it reserves the right to a refund of monies awarded.

Applications

Applications for grants should be in writing on the prescribed application form published on the Parish Council website and should be submitted to the Clerk via email to parishclerk@abbotsleigh.org.uk

Applicants are welcome to attend the meeting at which the application is to be considered and at the Chairman's discretion may address the council to give background and further information for a maximum time period of 3 minutes.

This policy was reviewed on 14th April 2025.

End of policy

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ABBOTS LEIGH PARISH COUNCIL GRANT APPLICATION FORM

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| ABBOTS LEIGH PARISH COUNCIL GRANT APPLICATION FORM | |
| Name of organisation | |
| Address of organisation | |
| Telephone number of organisation | |
| Email address of organisation | |
| Registered Charity/Charity Number | |
| Contact name | |
| Position with the organisation | |
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| Contact name's contact address | |
| Contact name's telephone number | |
| Contact name's email address. | |
| Full and specific details of purpose for which the grant would be used. (Continue on a separate sheet if necessary) | |
| Please demonstrate how if funds were awarded they would be used for the benefit of residents within the parish | |
| Please supply a copy of the last set of accounts for the organisation | |
| Total sum spent by the organisation in the last financial year | |

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| Total sum received by the organisation in the last financial year | |
| Main income sources – please itemise | |
| Current bank balance | |

This form should be submitted to the Clerk by email parishclerk@abbotsleigh.org.uk to assist councillors in their decision making. Any figures should be for the last financial year of the organisation. A summary statement of accounts (e.g. receipts and payments plus the bank balance) should be attached. It is preferable, but not essential, if the accounts have been audited.