

## Scopwick and Kirkby Green Parish Council

### Grants Policy

1. The Council will make provision in its budget for a sum of money to be used for grant purposes. This Policy will apply to applications for all sums in excess of £100. For Grants of less than £100 applications should be made in writing to the Clerk at any time during the year and will be considered at the next full meeting of the Parish Council.
2. Using the Annual Parish Meeting, newsletters, notice boards or other communication channels, the Parish Council will advertise that there will be an amount of money available during the following financial year for the benefit of the community and that applications may be made to the Council using the application form available from the Clerk.
3. The closing date for applications will be 1<sup>st</sup> November in the year preceding when Grants are paid to ensure that applications can be properly considered and that sufficient funds can be included in next year's budget.
4. The exact amount to be included in the budget for the following year will be decided after the closing date and all applications have been considered. The Parish Council will have regard to the fact that the Council can levy a set amount per head of the electorate under Section 137 of the Local Government Act 1972 to cover expenditure not specifically authorised elsewhere in its budgets. All applications must be sent and addressed to the Clerk at the official council address and not to individual Councillors or the Chairman.
5. Applicants will be invited to speak in support of their application during the public part of a Parish Council meeting and answer any questions put to them by Councillors.
6. Successful and unsuccessful applicants, will be notified in writing, by 31 January of the year when grants are paid and grants for successful applications and will be payable after 1 April in that year along with any terms and conditions imposed by the Parish Council.
7. Invoices relating to grant applications must be submitted to the Clerk (RFO) for payment. The Clerk (RFO) must examine the invoice and be satisfied that it relates to the application submitted. The Clerk (RFO) will then arrange for payment to be made to the applicant. The Clerk (RFO) must keep a copy of the invoice for Parish Council

records.

**Document reviewed and approved at Annual Parish Council meeting 4<sup>th</sup> May 2021**

## Scopwick and Kirkby Green Parish Council

Application for Grant Aid

Name of organization
Address
Contact details
Amount of grant aid required
Purpose of grant aid
Has funding been sought elsewhere? (provide details if applicable)
Any other comments in support of your application (continue on another sheet is necessary)

Copy of last audited accounts attached. (Note that council is unable to consider applications that are not supported by adequate financial documentation)

**Parish Council use only**

**Date application received:**

**Date approved:**

**Amount granted:**

**Power used:**

**Any terms and conditions imposed:**

**Grants Policy Approved at Annual Parish Council Meeting May 2021**