

# Potter Heigham Parish Council

## Grants Policy

This policy was adopted at the parish council meeting held on 13<sup>th</sup> December 2023

This policy is to be referred to on receipt of an application for a grant to the Parish Council in order that applications are managed in a fair and consistent manner.

### **A) Applicants must:**

- i. Be a local organisation or charity based in Potter Heigham (not an individual)
- ii. Must have a business bank account to receive funds.
- iii. Use the grant money within the parish of Potter Heigham

### **B) Application process**

- i. Any application for a grant must be made on the correct application form (appendix A) and the applicant provided with a copy of this policy.
- ii. The application must be received at least 10 working days before the next scheduled meeting of the Council for consideration at that meeting. If later the application will be considered at the next normal council meeting.
- iii. Repeat applications will be considered even if refused on previous applications.
- iv. Previous agreement to a grant will not give preference or bias to any future application.
- v. The applicant will be notified of the council's decision by the Parish Clerk within 60 days of receipt of application.
- vi. Payment will be made usually by way of cheque or BACs into the requested business bank account.

### **C. Successful applications will:**

- i. Demonstrate the benefit that the grant will have on the local community and why this should be considered effective use of council funds.
- ii. Provide detail of the organisation's current financial status and how grant funds will be utilized.
- iii. Any grant awarded must be matched funded by the applicant.
- iv. Within 30 days following the conclusion of the grant period a report must be submitted to the Council showing how the funds were dispersed (receipts may be required if applicable).

## Potter Heigham Parish Council Grant Application Form

Date Submitted \_\_\_\_\_

Organisation name.....

Organisation address.....

Nature of business.....

Are you a charity.....If yes registered charity number.....

Contact name and position.....

Contact email.....

Contact telephone number.....

Grant amount requested..... Business Bank Account Name.....  
Sort Code \_\_\_\_\_ Account Number \_\_\_\_\_

Please check if funds are for:

Programming (inc. equipment) \_\_\_\_\_ Capital expenditures \_\_\_\_\_ Operating \_\_\_\_\_

Grant Period: Begin Date \_\_\_\_\_ Conclusion \_\_\_\_\_

Please provide a detailed description of what the funding will be used for. Please include an approximate break down of costs (Programming and Capital) or current year budget showing how the grant funds will support expenses.

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(continue on separate sheet if necessary)

Signed.....( Representative of Organisation)

Date.....

**To be completed by Potter Heigham Parish Council**

Date Application Received: \_\_\_\_\_ Date of Meeting: \_\_\_\_\_

Application **approved/declined.**

Councillor signature

1.....Date.....

Councillor Signature

2.....Date.....