

CLAYTON-LE-WOODS PARISH COUNCIL

SECTION 137 - GRANT POLICY

1. The parish council grant scheme is primarily designed to assist voluntary community projects and groups, based in or serving residents in the parish, not individuals.
2. All grant applications are to be made in writing to the council via the clerk.
3. The council will only consider grant applications for a specific purpose, project or piece of equipment, the details of which should be highlighted, described or copied with your application letter.
4. Each application letter should be accompanied with a copy of the organisations most up to date balance sheet or anonymised bank statement and a copy of its constitution (if it has one).
5. The council will need to know exactly how much is being requested as a grant and the cost of the project or item of equipment which is to be purchased with the grant funding. This is so the council can consider more accurately how much it is able to award. Only **one** grant per project will be considered.
6. The council requests that a receipt for any grant received be returned as soon as the cheque is received, this is for the council to comply with financial regulations.
7. The council requests that the organisation receiving the grant can either:
 - Arrange for a photo to be taken with a member(s) of the council
or
 - Forward a photo of the group with the new piece of equipment or carrying out the project for which the grant was awarded.

Photographs may be used for publication in the parish newsletter, website or for general publicity.

CLAYTON-LE-WOODS PARISH COUNCIL

SECTION 137 - GRANT POLICY

NOTES TO APPLICANTS:

- Applying does not mean that you will definitely or automatically receive a grant, or that you will receive the full amount of the sum that you requested.
- No organisation is discouraged from applying for a grant each year but, if one year there are a large number of applications, the parish council will give priority to requests from organisations that have never or rarely received a grant. (Please bear in mind that there are a considerable number of community groups/projects running within or serving the parish).
- The council has allocated a specific budgetary sum for grants applications each year, which is reviewed annually. Once this maximum has been reached any application would have to be considered in the next budgetary year.

All applications must be in writing addressed to:

- The Clerk to the Council, Chorley Business Centre, Office 16, East Terrace, Euxton Lane, Chorley PR7 6TE
or
- Email at clerk@claytonlewoodsparishcouncil.org.uk

NOTES FOR PARISH COUNCIL:

- The maximum amount allocated to Grant Applications to be considered will be agreed within the budget set by the parish council in January of each year.
- All grant applications will be scrutinised by the Finance Staffing and Buildings Committee which will make its recommendations to the full parish council for approval.
- The Grant Policy will be subject to an annual review which will be conducted by the Finance Staffing and Buildings Committee and its recommendations will be tabled at the full parish council for approval.

Approved 24th August 2015

CLAYTON-LE-WOODS PARISH COUNCIL

GRANT APPLICATION FORM	
Name of Organisation/Group/Project	
Date of Application	
Purpose of Application e.g. Equipment/Project	Please Explain Project/equipment and Outcomes for Community. Continue on separate sheet if necessary.
Date and details of last Application to Parish Council	
Date to Finance Committee	
Recommendation Date approved by Council	

