

# St Nicholas-at-Wade with Sarre Parish Council

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## Parish Council Grant Scheme Policy

(Last review: May 2020, Next review 2022)

- 1 The primary intention of the Parish Council's grant scheme is to support events and projects in the villages of St Nicholas-at-Wade and Sarre. Applications must demonstrate a direct benefit to one or both.
- 2 Grant applications may be submitted by groups, organisations or individuals but they cannot be solely for the benefit of any individual. Grant applications will not normally be accepted from profit making, religious or party political organisations. Applicants can normally only apply for one grant award during any financial year (1<sup>st</sup> April – 31<sup>st</sup> March) and should not expect to receive grants on an ongoing annual basis.
- 3 Grant applications must be submitted in writing to the Clerk to the Council on the specific Grant Application Form with any requested supporting documents. There are no set minimum or maximum amounts that can be applied for but each case is treated on its own merits.
- 4 Grants will not be paid retrospectively and if the application is submitted after the project or event has taken place.
- 5 Applicants requesting grants of any amount will normally be required by the Chair/Chairman to speak at the next available Parish Council meeting in support of their application and answer questions put to them by councillors. In addition to any such questions, applicants must be able to show that any statutory obligations under the Human Rights Act, Disability Discrimination Act, Race Relations Act, Health & Safety Act and any other relevant legislation have been considered. The Parish Council has an obligation under s17 of the Crime and Disorder Act to consider the impact of all its functions, activities and decisions on crime and disorder in its area. Applicants must also be able to show that any such implications for their project have been considered.
- 6 Decisions on grant awards will normally be advised to applicants in writing within six weeks of receipt by the Clerk to the Council. This period allows for any background information to be obtained, queries to be addressed and a decision to be reached at the next available monthly Parish Council meeting.
- 7 If a grant award is offered, applicants are required to confirm acceptance in writing within six months of the offer being made. This period allows time for applicants to secure any other funding required to complete the project if appropriate.
- 8 Unless agreed by the Parish Council in advance, all projects where grant awards are made must be contractually committed by 31<sup>st</sup> March in the financial year in which the award is made. If this does not occur, the grant award sum may be carried over to the Parish Council's accounts for the following year and be shown as a Committed Reserve.
- 9 Grants are normally awarded on condition that the applicant agrees that details may be advertised in the Parish Council's website, social media and magazine.
- 10 Applicants will be required to confirm in writing that the funding has been used for the purpose requested within one month of the project or event being completed.

**Clerk to the Council: Sara Archer**