

COMBERBACH PARISH COUNCIL GRANT POLICY

The Parish Council welcomes applications for grant funding. All applications will be considered using the criteria set out below to ensure appropriate use of public money and a fair system.

All applications must be submitted on our grant form attached.

Eligibility

- Applications must be from community organisations, sports or leisure groups
- Applicants must have a bank account in their own name
- Applicants must show that their project will deliver a benefit to residents of Comberbach
- Only one application per organisation/group will be considered in any financial year

Application process

- Complete the standard application form and submit to the Parish Clerk
- Include financial information – financial accounts from the previous financial year and a recent bank statement (within the past 3 months). A new organisation can apply but must submit a financial statement outlining their proposed budget
- Any application that seeks funding of £500 or more should submit evidence of best value by outlining details of quotes having been obtained
- All applications will be acknowledged. Applications will be submitted to the next scheduled meeting of the Parish Council. The Parish Clerk will notify the named contact within 5 working days of the outcome of their application.

Award

- If successful, the grant will be paid by cheque or bank transfer to the organisation or person named on the form within 2 weeks of the decision.
- A representative of the organisation will be required to sign a standard form to acknowledge receipt. They will also be required to sign their agreement to spend the award in accordance with their application. The Council will seek to reclaim funds not spent in accordance with the approved grant application or left unspent after one year of receipt.

Publicity

- Applicants are required to acknowledge the support of the Parish Council in any publicity or signage for their project and the Council's logo can be supplied for this purpose

Monitoring

- Applicants will be required to complete a grant monitoring form when received

This policy was approved by Comberbach Parish Council on 4 May 2021

Date of Review: