

# **BURTON AGNES PARISH COUNCIL**

## **Grant Awarding Policy**

### **Who can apply?**

Burton Agnes Parish Council will consider applications for grants from any organisation or group whose purpose in applying for the grant is primarily for the benefit of residents of the parish of Burton Agnes.

Applications will not be accepted from individual or commercial organisations.

Burton Agnes Parish Council will not fund activities that it considers to be the responsibility of a Unitary Authority.

### **How to apply**

An application form, grants policy and guidance notes are available on the Burton Agnes Parish Council website [Home - Burton Agnes Parish Council](#), or from the Clerk on the below email address. Completed application forms, with a copy of any constitution, the most recent accounts, and any other supporting documentation should be emailed to the Clerk at:

[burtonagnesclerk@gmail.com](mailto:burtonagnesclerk@gmail.com)

Applications will be considered at any time and will be discussed by full council at the next available meeting. A representative of the organisation making the application may attend the meeting to answer any questions about the application and to listen to the decision making process.

### **Conditions**

1. An application has to be completed and documentation provided as required by the application.
2. The size of the grant made will depend on the amount available in the Parish Councils budget for grants each year, but each grant will not exceed £1,000.
3. The size of the grant will take into account the level of any past funding by the Parish Council, the nature of the project and the benefit to the wider community.
4. Additional applications within a 12 month period will not normally be considered.
5. The award must be used for the purpose for which the application was made, and written confirmation of this, along with proof of expenditure is required within 12 months of the grant being approved.
6. Ongoing commitments to award grants in future years will not be made.
7. The Council may make the award of any grant subject to such additional conditions and requirements as it considers appropriate.
8. The Council reserves the right to reclaim any award in the event of it not being used for the purpose stated on the application form.