

Reviewed May 2022  
Next Review September 2025



## **Mattishall Parish Council Grant Awards Policy**

Mattishall Parish Council approves a budget each year for the purpose of allocating grants to local organisations and community groups.

### **Eligibility**

The following criteria must be met for a group to be considered for a grant:

- The group must be a charity, voluntary or community organisation
- The group must be able to demonstrate that any funding from the Parish Council will benefit the residents of Mattishall
- The group must be formally constituted and have a management committee made up of volunteers who are the employing body.

### **Scope of grants**

Applications will be considered for the following purposes which must benefit some or all of the residents of Mattishall:

- For purchasing equipment either in part or in full
- For funding of transport that will enable group members to participate in a group trip or outing regardless of their incomes
- For training activities or to purchase the expertise of an outside trainer or facilitator
- For activities that raise the profile of the area
- For running costs of a viable group that is experiencing a period of hardship
- For hosting special events or celebrations
- For the provision of recreational facilities.

### **Conditions**

- Multiple applications within a 12 month period will not normally be considered

- Prior approval of the Parish Council is required for any change of purpose of the grant. The Parish Council reserves the right to reclaim any grant not being used for the purpose specified on the application
- All awards must be properly accounted for and evidence of expenditure should be supplied as requested. If the Parish Council is not satisfied with the arrangements, they reserve the right to request a refund of monies awarded
- An acknowledgement on receipt of the grant is required.

### **Application process**

Applications should be made by completing the Grants Award Application Form. For established organisations, a copy of the latest set of annual accounts available will be required. For new organisations, evidence of a planned budget will be required.

Applications are accepted at any time of the year but are usually considered together twice a year at the June and January meetings of the Parish Council. Applicants are usually informed within two weeks of the meeting of the council's decision and grant money will usually be paid within a month of the decision, unless the applicant requires additional funding from other sources. In this instance, the Parish Council will pay the grant when all funding is secured.

### **Promotion**

The Parish Council will ask for recognition from successful groups in the form of promotion of the Parish Council in newsletters or any press releases. The Parish Council will also recognise successful groups in its own reports to parishioners.

The Parish Council will retain grant application forms for 7 years for financial reporting purposes only. Personal details (such as email and home address) will not be shared outside of the Parish Council.