



## 1. Introduction

A grant is any payment made by the Council to be used by an organisation for a specific purpose that will benefit the Parish, or residents of the Parish, and which is not directly controlled or administered by the Council. The Council awards grants, at its discretion, to Parish organisations which can demonstrate a clear need for financial support to benefit the Parish by:

- Providing a service.
- Enhancing the quality of life.
- Improving the environment.
- Promoting the Parish of Cuckfield in a positive way.
- For running costs of a viable group that is experiencing a period of hardship.
- For hosting special events or celebrations.

## 2. Processing Applications

- The Clerk to the council will receive all applications in the first instance.
- Applicants will be required to complete an application form unless agreed otherwise by council.
- All applications must include the most recent copy of their annual accounts.
- Any additional information required by Council prior to making a decision or arising from the application form, should be fully answered and any additional appropriate information provided by the applicant.
- The Council will review grant applications twice a year. For 2019-20, the deadlines for receipt and review are as follows:

Application Deadline Date	Application Review Date
30 <sup>th</sup> September 2019	10 <sup>th</sup> October 2019
7 <sup>th</sup> February 2020	20 <sup>th</sup> February 2020

## 3. Conditions

- Grant applications will be considered by the Finance & General Purposes Committee.
- The Parish Council will not fund activities outside its powers and functions.
- Grants will not be awarded to individuals.
- Grants will not be made retrospectively.

- Additional applications within a 12 month period will not normally be considered.
- Ongoing commitments to award grants or subsidies in future years will not be made. A fresh application will be required each year.
- Any grant must only be used for the purpose for which it was awarded unless the written approval of the Council has been obtained for a change in use of the grant monies, and that any unspent portion of the grant must be returned to the Council by the end of the financial year in which it was awarded.
- If the group is unable to use the award for the stated purpose, all monies must be returned to the Parish Council.
- 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.
- The policy may be amended at any time by Council following a motion having been published on the agenda beforehand being carried.
- Total Grants awarded in each financial year should not exceed the budgeted amount agreed by council unless resolved otherwise by council.

# CUCKFIELD PARISH COUNCIL

The Queen's Hall, High Street, Cuckfield, RH17 5EL



## GRANT APPLICATION FORM

Name of Organisation		
Contact Name, Address and Position in Organisation		
Telephone Number		
Is the Organisation a Registered Charity? If yes, please provide Charity Number	Yes/No	
Amount of grant requested	£	
Purpose or project for grant?		
When will the grant be used?		
Who will benefit from the project?		
<b>Please ensure you attach a copy of your most recent accounts</b>		