



## Clanfield Parish Council Grant Aid Policy

### **Introduction**

Clanfield Parish Council (“the Council”) provides grants to support local organisations and projects within the Parish. This policy sets out the criteria the Council will use to approve grants and sets out how organisations and groups should apply for grant funding and the evidence they need to provide.

The Council has the General Power of Competence but will seek to ensure that grants awarded are in the interests of, and bring direct benefit to, the village or any part of it or all or some of our residents.

### **Criteria for granting funds**

1. All grants awarded are considered on an annual basis and there is no assumption that funding is ongoing.
2. The Council will set aside a grant amount in its budget each financial year and will deal with applications on a case by case basis. Once the limit of the budget is reached no further grants will be awarded except where the Council agrees by resolution.
3. Grants may be used for one off events, the set up or ongoing running costs of an organisation, or as a contribution to one off exceptional costs.
4. No organisation/individual can apply for more than one grant in any one financial year unless agreed by resolution of the Council
5. The Council will assess applications with particular reference to the number of residents who will benefit and whether any particular category of residents would receive specific benefit, for example young children, the elderly, the disabled.
6. We would welcome all applications, but particularly would like to see applications that have a focus on the Clanfield community or that have a positive environmental impact within our community.
7. The grant can only be used for the stated purpose set out in the application. Any change to this must have the consent in writing of the Council. Where this is not complied with the Council reserves the right to ask for repayment of the grant.
8. The Grant Application Form sets out the documents that need to be submitted with the application and no application can be considered without the supporting documentation, unless with prior written agreement from the Clerk.
9. Grants cannot be awarded retrospectively for any event or project.

### **Procedure for awarding grants**

1. All applications must be made in writing to the Clerk using the Grant Application Form on the Council’s website, who will arrange for the applications that meet the criteria set out in this policy to be considered at a Council meeting.
2. Those applying for grants will be invited to attend the Council meeting where decisions about their application will be made, and may be invited to answer questions about their application.
3. Where a Councillor is a member of a group/organisation applying for funding, the Councillor must declare an interest in the matter and refrain from voting.
4. There will be no maximum grant figure as the Council will look at all the applications received by the specified deadline and allocate funds according to need. Where grant applications exceed the grant budget a smaller grant may be offered and applications will be dealt with on a pro-rata basis.
5. The Council reserves the right to decline an application without giving reasons for its decision.
6. The Council will ask for written feedback from an applicant explaining how the grant has benefitted them and any such request for feedback will be set out in the decision letter.