



GRANTS PROCEDURE

The council will consider requests for grants and donations from the grants budget annually, normally at the September Council meeting. Notice will be given in Talk About in June that applications need to be in by the end of August.

To be considered, applications will have to be:

On behalf of organisations, and not individuals.

Local, or a local branch of a national organisation serving local needs.

→ For requests up to £100 a letter giving details of the organisation, and the purpose of the funding will be required.

→ For requests over £100 the following will be required:

Details of the organisation, membership etc.

An outline of the project the grant is requested for.

A budget showing the makeup of the total cost of the project, other funding sources, the amount being contributed by the applicant, and the contribution requested from the council Timescale of the project.

Who the project will benefit.

If the request is for ongoing funding rather than a single project, details of how the grant will be used in furthering the work of the organisation.

Organisations who receive funding of £500 or more from the council will be asked to report back within a year confirming how the money has been used. Grants are conditional on the funding being used for the stated purpose, and any grant unspent within a year must be returned.

Clerk