

**NORTH BADDESLEY PARISH COUNCIL  
GRANT AWARDING POLICY**

**This policy was adopted by the Parish Council  
at their AGM on 18<sup>th</sup> May 2015 and is reviewed annually.**

**Last Review: May 2021**

**Next Review: May 2022**

***Procedure***

- 1 Grants will only be accepted for consideration if the Parish Council's application form has been completed and supporting documentation provided.
- 2 Grant applications will be considered at full council meetings and must be submitted to the Clerk at least 7 working days before that meeting. A calendar of meetings can be obtained from the Clerk or viewed on the website: [www.northbaddesley-pc.gov.uk](http://www.northbaddesley-pc.gov.uk).
- 3 Applicants will be notified within 7 days of the full council meeting whether their application has been successful.
- 4 Applicants must be prepared to attend the meeting, if requested to do so, to answer questions.
- 5 Grant recipients may be required to provide evidence of purchase or a report on the project within one month of receiving the grant.

***Criteria***

- 6 Grants will only be made to organisations within the parish unless there are direct benefits to the parish.
- 7 The Parish Council has an annual grant budget which it will not exceed. Therefore grants may be reduced in size according to the number of applicants.
- 8 Grants will be from £50 to £500. They will be one-off payments and will not be considered once a project has commenced.
- 9 Application forms must be received by the Clerk at least 7 working days before the meeting.
- 10 Applicants may be required to produce evidence of other sources of fund-raising or grants from other organisations towards the project.
- 11 Only one application can be made for each project, but more than one application can be made for different projects in any one financial year.