**TAVERHAM PARISH COUNCIL**

**GRANT AWARDING POLICY**

Taverham Parish Council will consider applications for grants from charities, voluntary groups or community organisations.

All applications will be considered by Full Council at its December meeting each year. The deadline for the applications is 21 November.

To qualify for an award, the applicant must be able to demonstrate that any funding from the Parish Council will benefit the Parish as a whole, or such a number of parishioners as the Council considered commensurate with the sum requested.

In determining the eligibility of an application, the Council will refer to the following guidelines:-

**Applications will be considered for the following purposes:**

1. For the purchase of equipment, either in part or in full.
2. For training activities, including the cost of transport, an outside trainer, instructor or facilitator.
3. For activities which raise the profile of the local area.
4. For the running costs of a viable group which is experiencing a temporary period of hardship.
5. For the start-up costs of new community groups.
6. For hosting special events or celebrations.
7. For the provision of recreational activities/facilities

**Conditions of Funding**

* Applications to support individuals or schools will not be considered
* The Council will not fund activities which it considers to be the responsibility of any statutory authority
* Applications from private organisations operated as a business or to make a profit will not be considered
* The Council will not fund activities which are outside its powers and functions
* On-going commitments to award grants or subsidies in future years will not be made. A fresh application will be required each year
* A request letter detailing how the funding will benefit local residents along with the organisations’ latest audited accounts is a requirement of application. Costs of the activity or item for which the grant is required must be included in the request letter
* Each application will be assessed on its own merits
* Funding must be used for the purpose stated in the application. The Council may request evidence to this effect: failure to produce such evidence, if requested may result in the applicant being required to repay the grant sum
* The applicant organisation is required to have a bank account in its own name
* If approved by the Council, the grant will be paid by BACS. It must be acknowledged promptly by the organisation, stating the amount received.
* If the applicant is unable to use the grant for the stated purpose within 12 months of receipt, the monies must be repaid to the Council
* The Council may make the award of any grant or subsidy subject to such additional conditions and requirements as it considers appropriate