



# Pulborough Parish Council

Swan View, Lower Street, Pulborough, West Sussex RH20 2BF

Telephone: 01798 873532

Email: [Reception@pulboroughparishcouncil.gov.uk](mailto:Reception@pulboroughparishcouncil.gov.uk)

[www.pulboroughparishcouncil.gov.uk](http://www.pulboroughparishcouncil.gov.uk)

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## **Grant Awarding Policy**

### **Introduction**

The Parish Council welcomes and values the work of local voluntary groups and organisations. The Council has a policy for making discretionary grants to groups and organisations which contribute to the welfare of the community by improving or supporting facilities and/or activities. Applicants must be able to demonstrate a clear need for financial support. Grants will only normally be considered once a year unless there are special circumstances requiring consideration. To qualify, applicants must also be able to demonstrate that funding will benefit the parish or residents of the parish by:-

- Providing a service
- Enhancing the quality of life
- Improving the environment
- Promoting the Parish of Pulborough in a positive way

### **Information for Applicants, Eligibility Criteria and Conditions of Funding**

Since grant aid is paid from public funds, which are subject to scrutiny, the Parish Council needs to be able to show that the monies have been properly spent. Please note the following requirements and conditions:-

1. An application form must be completed, with all questions fully answered and additional appropriate supporting information provided. Application forms are available from the Parish Council office and from the Council's website.
2. Application forms should be submitted to the Clerk to the Council by the deadline of 30<sup>th</sup> September each year, for consideration by the Council during October/November. Grants awarded are normally paid in November if possible.
3. Details of the item / project and the reason for the funding request are required.
4. Where other funding is being sought, the other sources must be listed and the Council grant is conditional upon those monies also being available.
5. Applications will not normally be considered from national organisations or local groups with access to funds from national 'umbrella' or 'parent' organisations unless there are exceptional circumstances. The Council will not normally support commercial organisations, major charities, bodies considered to be self-funded / 'upward funders', or provided for by other authorities.
6. An organisation should have a bank account in its own name.
7. The funding may 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. The Council reserves the right to request a refund.
8. Any unspent portion of the grant must be returned to the Parish Council within six months of the proposed project end date.



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9. Grants will only be made to organisations able to demonstrate sound financial management. This would normally be demonstrated by presentation of the previous year's audited accounts and must accompany the application. If the organisation does not prepare annual accounts, copies of bank statements covering the previous six months must be enclosed.
10. Confirmation in writing is to be given by the 'Project End Date' that the project has indeed been completed. A report should be provided of how the money has been spent. Copies are to be supplied of the relevant records relating to the fundraising, together with a copy of the final invoice.
11. Grants will not normally exceed £1,000.
12. If an organisation is able to reclaim VAT, this should NOT be included in the amount requested.
13. Priority will be given to grant applications which will benefit the people of Pulborough.
14. Organisations receiving a grant should acknowledge the Council's support in any publicity relating to the item and if possible in the organisation's annual report. Copies of this material should be sent to the Council. Where possible, items purchased with the Council's support should be marked or otherwise identified as such.

### Contact Details for Applications

Application forms are available from the Parish Office or Council website as detailed below. Applications should be returned to the Parish Office either by post or electronically, to:-

The Clerk to the Council  
Pulborough Parish Council  
Swan View  
Lower Street  
Pulborough  
West Sussex RH20 2BF

Email: [reception@pulboroughparishcouncil.gov.uk](mailto:reception@pulboroughparishcouncil.gov.uk)

Web: [www.pulboroughparishcouncil.gov.uk](http://www.pulboroughparishcouncil.gov.uk)

### Data Protection

Rules regarding Data Protection have changed and with the implementation of General Data Protection Regulations the Parish Council are obliged to obtain consent to retain personal details so that the Parish Council may contact an organisation in future about Grant Aid funding.

On the application form for funding from Pulborough Parish Council, an organisation will be asked to confirm their agreement that their contact details may be held and processed for the purpose of corresponding and assessing the funding application. The Council will contact previous applicants regarding Grant Aid to invite them to apply for the following round of funding. Grant Aid application data will normally be retained for one year or until the Council's accounts for that year are audited.