

# **Loxwood Parish Council**

## **Policy for Awarding Grant Aid**

**Loxwood Parish Council welcomes and values the work of local voluntary groups and organisations. The Council has a policy for making grants to groups and organisations which contribute to the welfare of the community by improving or supporting activities and facilities. Applicants must be able to demonstrate a clear need for financial support.**

### **Guidelines**

- 1. An overall limit for annual provision of grant aid will be determined as part of the budget setting process.**
- 2. Applicants must complete a grant application and return it, together with the required financial information, to Loxwood Parish Council by 4pm on 30<sup>th</sup> September.**
- 3. Grants awarded will be paid in the following financial year.**
- 4. Grants will not routinely exceed 50% of the cost of the project or activity.**
- 5. Applicants will provide details of the project/activity and the number of Loxwood residents expected to benefit.**
- 6. Organisations must provide a report of how the money has been spent after the grant is awarded. Any unspent money must be returned to Loxwood Parish Council.**
- 7. As a condition of receiving a grant, organisations will be required to acknowledge the Parish Council's support in publicity material unless otherwise informed.**
- 8. Loxwood Parish Council will not normally support commercial organisations, major charities, bodies considered to be self-funded or provided for by other authorities.**
- 9. Grants cannot be made retrospectively.**
- 10. In exceptional circumstances a grant may be awarded outside the grant timetable at the discretion of Loxwood Parish Council.**

## Loxwood Parish Council

### Grant Application

Please return completed grant application and supporting information to:  
The Parish Clerk, Foxways, Pinkhurst Lane, Slinfold, Horsham, West Sussex.  
RH13 0QR. E-mail: [clerk@loxwoodpc.co.uk](mailto:clerk@loxwoodpc.co.uk)

If you require help in completing this form please contact the clerk 01403  
791323

<b>Your Group/Organisation</b>
<b>Name of Group/Organisation</b>
<b>Name of applicant and position held in group/organisation</b>
<b>Address and daytime telephone/e-mail</b>
<b>Summary of aims and objectives of group/organisation</b>
<b>Is the group/organisation a registered charity (if so please supply the registration number)</b>
<b>Number of members in the group/organisation</b>
<b>Number of members resident in Loxwood</b>
<b>Details of Grant applied for</b>
<b>Total cost of project</b>

<b>Amount of grant requested</b>
<b>Details of where other funding will come from</b>
<b>Details of what the grant is for (use separate sheet if required)</b>
<b>Accounts</b>
<b>Please attach a copy of your latest accounts or if a new body please attach a spending forecast</b>

I certify that the above information is correct:

Signed \_\_\_\_\_

Date \_\_\_\_\_

Name please (print) \_\_\_\_\_