

# LUBBESTHORPE PARISH COUNCIL

## Grant Policy

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<b>Date</b>	<b>Issue</b>	<b>Changes</b>

# Lubbesthorpe Parish Council

## Grant Policy

### INTRODUCTION

The Parish Council has a budget to award grants, at its discretion, to support organisations in specific projects and activities which will benefit the Parish or residents of the Parish.

### GUIDELINES

- Grant funding is to be used to support a local project or worthy cause which will benefit the Parish or its residents.
- Financial accounting information may be requested prior to any decision.
- Evidence of applicant's efforts to raise their own funding may be requested.
- The project must have a start date within six months of the application for funding.
- The applicant must satisfy the Council that the project is viable and ensures proper use of public funds, providing a minimum of 2 quotes.
- Organisations applying must be inclusive and allow access to the general public. Membership should not be refused on the grounds of gender, race, disability, sexual orientation, occupation, religion or political beliefs.

### APPLICATION PROCESS

- Applicants are required to complete the Grant Application Form and attach a minimum of 2 quote.
- Applications should be emailed to [clerk@lubbesthorpeparishcouncil.gov.uk](mailto:clerk@lubbesthorpeparishcouncil.gov.uk).
- Requests will be considered by the Council at a Parish Council Meeting.
- The applicant may be requested to make a verbal present to Council.
- All applicants will be contacted following the Council's decision.

### CONDITIONS OF FUNDING

- Preference will be given to organisations/projects located within the Parish and/or recognised as serving the local community.
- Grants will not be made to projects which discriminate on any grounds.
- The Council may make the award of any grant subject to such additional conditions and requirements as it considers appropriate.
- Applications will not normally be considered from national organisations unless the request comes from a local branch. In this case there should be clear evidence that the grant will be used by that local branch and that there is a specific and direct benefit to local residents.

- Grant payments will not be made to individual applicants. They will only be made to an official body/organisation.
- One off projects may be considered but these would not be a monetary grant.
- Grants will not be made retrospectively.
- A report should be sent to the Council documenting the completion of the project. This should include copies of receipts, supporting document and photos. This report must be received by Council within 3 months of the project completion.
- A grant may only be used for the purpose for which it was awarded, and the Parish Council reserves the right to clawback or suspend a grant where this is not the case.
- Any unspent portion of the grant must be returned to the Council within 3 months of completion.