**Neatishead Parish Council Grants Policy**

This policy was adopted at the parish council meeting held on 20th April 2023

This policy is to be referred to on receipt of an application for a grant to the parish council in order that applications are managed in a fair and consistent manner.

1. Applicants must
2. Be a local organisation or charity based in Neatishead
3. Not an individual
4. Must have a business bank account to receive funds
5. Use the grant money within the parish of Neatishead
6. Application process
7. Any application for a grant must be made on the correct application form (appendix A) and the applicant provided with a copy of this policy
8. Each application shall be reviewed by the council at the next normal council meeting
9. The council will give consideration to the benefit that the grant will have on the local community and whether this is considered good use of council funds
10. Consideration must be given to the current Neatishead Parish Council’s financial position and budget
11. Consideration will be given to the applicant’s financial status and need for extra funding
12. Repeat applications will be considered even if refused on previous applications
13. Previous agreement to a grant will not give preference or bias to any future application
14. The applicant will be notified of the council’s decision by the Parish Clerk within 60 days of receipt of application
15. Payment will be made usually by way of cheque into the requested business bank account
16. Receipts on what the grant is used for may be requested and if not provided any future application for a grant shall not be considered

**Grant Application Form – Neatishead Parish Council**

Organisation name…………………………………………………………………………………………………………………………….

Organisation address…………………………………………………………………………………………………………………..…..

Nature of business…………………………………………………………………..……………………………………..

Are you a charity……………………………………If yes registered charity number…………………………..……………

Contact name and position………………………….……………………………………………………………………………………

Contact email……………………………………………………………………………..…………………………………………………….

Contact telephone number………………………………………………………………………………..…………………………….

Grant amount requested……………………………………….. Business Bank Account …………YES/NO………………..

Please provide a detailed description of what the funding will be used for and when. Please include an approximate break down of costs (please note receipts will be required)

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Signed………………………………………………………………………………….….. Date………………………………………………

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To be completed by Neatishead Parish Council

Application **approved/declined**

Councillor signature 1…………………………………………………………..………Date…………………………………….…………

Councillor Signature 2………………………………………………………..…………Date…………………………….…………………