

**Date:** 2 November 2017

**Title:** Report Item 8: Grant Award Scheme

**By:** Cllr Stewart Fuller

**Purpose of Report:** To provide initial details of the proposed Grant Award Scheme to be introduced from 2018/19

**Recommendations:** To approve the Award Scheme details

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The October PCM agreed to the introduction of a Grant Fund for awards to be made to locally-based good causes effective from 2018/19.

Attached is a draft procedure and application form for the scheme. The form notes that the Council will not normally support commercial organisations, major charities, bodies considered to be self-funded or provided for by other authorities.

The timing included within the draft is that applicants submit their forms to the clerk during the period 1 March to 30 April each year. The PCM will consider these at their June meeting and the grants will be paid by end June. Depending on the number of applications received, a working group of (say) three Councillors and the clerk could be set up to review the forms and make recommendations to the June PCM.

A sum of £2,000 has been included for the Scheme in the draft 2018/19 Budget. The budget heading will include the Grants awarded via the application process, the PC's Charity of the Year, and any monies provided to the East Dean Responders under match-funding arrangements.

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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 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.

### **Guidelines**

An overall limit for the annual provision of grant aid will be determined as part of the Council's budget setting process and approved in January of each year.

Applicants will be able to apply for a grant between 1 March and 30 April each year.

Applicants must complete a grant application form which will include details of the need for the funds and the number of residents expected to benefit. The completed form will be returned to the Clerk of the Council by the end of April each year for decision at the following June Parish Council Meeting. Grants awarded will be paid by end June.

If the application is for a particular project or activity, any Grant awarded will generally not exceed 50% of the cost of the project or activity.

As a condition of receiving a grant, recipients will be required to acknowledge the Council's support in any publicity material.

The Council will not normally support commercial organisations, major charities, bodies considered to be self-funded or provided for by other authorities.

In exceptional circumstances, a grant may be awarded outside the grant timetable at the discretion of the Council. The Council reserves the right to offer an alternate amount to that originally requested or to refuse any grant application.

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**APPLICATION FOR GRANT ASSISTANCE  
FROM THE PARISH COUNCIL - 2018/19**

**Full Name of Club / Organisation**

**Details of your Club / Organisation's requirements for financial assistance. If this is in connection with a specific project please provide full details, including any estimates you have received**

**Amount of Grant you wish to be considered for  
or leave blank if it is a general application**

£

**Reasons why your Club / Organisation cannot meet the expenses as detailed above**

**Any other relevant information in support of your Club / Organisation's application  
(including number of residents expected to benefit)**

**If successful in your application how would you like the Grant monies paid, by:-**

**a) cheque payable to:**

**b) BACS to:**

**sort code:** \_\_\_\_\_ **a/c no.** \_\_\_\_\_.

**Your Name**

**Position in Club / Organisation**

**Address for Communications**

**Email**

**Phone**

**Signed**

**East Dean & Friston Parish Council considers all grant applications at its June meeting each year, the payment of any grant being made by the end of June. Applications must be received by the Clerk to the Council by the end of April. Applications received after this date cannot be considered until the June of the following year.**

**Please return to: The Clerk to East Dean & Friston Parish Council, The Old Cottage, Lewes Road, Laughton BN8 6BQ**

**e-mail: [eastdeanclerk@btinternet.com](mailto:eastdeanclerk@btinternet.com)**

**Tel: 01323 811870**