

## **Chidham & Hambrook Parish Council**

### **Grant Applications Terms and Conditions**

1. Applications can only be made by 'not for profit' organisations that have their own constitution and bank account.
2. Applications can only be made by an officer (Chairman/Treasurer/Secretary etc) of the organisation.
3. Applications must be submitted by 15 March for consideration by the Council in April or by 15 September for consideration by the Council in October.
4. Grants will not normally be given to organisations from outside the Parish unless there are identifiable benefits to a significant proportion of the residents of the parish, or a particular group of residents. If this is the case, please provide details with the application.
5. National charities will not be supported at a local level by parish council grants.
6. When considering applications, preference will be given to:
  - a) Capital and Event funding applications
  - b) Those organisations that can demonstrate that other fund raising efforts have been made.
7. Quotes must be provided in support of Capital or Event funding Applications.
8. Applications for Revenue funding must make it clear how this benefits the residents of Chidham & Hambrook Parish.
9. Applications for repeated Revenue funding must provide the date(s) of previous applications and the amount(s) awarded. It should not be assumed that a repeat application will be automatically successful and applicants should therefore have regard to 6b above.
10. Applications for grants over £100 must be accompanied by:
  - a) Either last year's audited accounts for Capital or Event funding applications or two year's audited accounts for Revenue funding applications or a projection of income and expenditure if a new group and
  - b) A copy of the current constitution.
11. Applications for grants under £100 will not be subject to the requirement to provide financial/governance documents.

12. The Parish Council reserves the right to
  - a) Request more information before making a grant
  - b) Provide a grant less than the amount requested
  - c) Decline to make a grant
  - d) Publicise the grant or grants awarded. If so, the applicant(s) are expected to participate in any publicity
  - e) In exceptional circumstances award over £2000 in which case a full report will be required once the project is completed.
  
13. Personal information will be held in accordance with the Data Protection Act 2018.

Approved by the Parish Council on 6 December 2018