



DOGMERSFIELD PARISH COUNCIL

Ref: 147/20

Title: Grants Scheme - Policy and Procedure

Adopted: 12 October 2020

Review: October 2022

Grants Scheme - Policy and Procedure

Policy

Dogmersfield Parish Council wishes to be in a position to assist local organisations providing valuable services to the local community who have a funding need.

- The Parish Council will set aside a budget each year in order to provide grants to organisations providing services for those within the Parish.
- Only in very exceptional circumstances will the grants budget exceed a maximum of 5% Annual Precept (which equates to £590 in 2019-20) and will never exceed the maximum allowed under Section 137 of the Local Gov Act 1972.
- Applicant organisations must either be based within Dogmersfield Parish or be able to demonstrate that they benefit a significant number of people living in Dogmersfield Parish.
- Organisations must satisfy the Council that the funding required is not available from any other source.
- No organisation will have more than one grant application considered in any one financial year.
- Grants are not payable for the benefit of individuals.
- The awarding of a grant for a specific project is made on the condition that any ongoing (revenue) costs will be borne by the local organisation concerned.
- Council reserves the right at any time to visit the organisation and request information for the purposes of ensuring that any grant awarded has been spent as allocated.
- Council at its sole discretion reserves the right to refuse to consider specific applications it considers inappropriate.

Procedure

The application procedure is designed to be straightforward whilst allowing for adequate scrutiny.



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- A grant application form must be completed (this is available from the Council's website).
- Applications should be submitted at least six weeks prior to when funding might be required.
- The Parish Clerk will make an initial judgement regarding the merits of the application and request additional supporting material / information if deemed necessary.
- The application will then be sent to the Chairman of the Parish Council for comment / direction.
- If satisfactory the application will be put to the next available Council meeting for approval.
- There is no appeals process.
- The Parish Clerk will hold a list of grants made and monies remaining in the budget.