**ASHURST PARISH COUNCIL**

**GRANTS AND DONATIONS POLICY**

**GRANTS**

Ashurst Parish Council will consider applications for defined capital expenditure only. Funds are limited and individual awards will exceed £150 only in exceptional circumstances. An overall limit for the annual provision of grant aid will be determined as part of the budget setting process.

**INFORMATION FOR APPLICANTS**

Since the grant is paid from public funds, which are subject to scrutiny, the Parish Council needs to be able to show that the monies have been properly spent. Please carefully note the following requirements and conditions:

1. Grants and donations are usually considered at Council meetings, which are held approximately six times per year. The dates of these meetings are advertised in advance and are available on the website.

2. Capital funding only may be considered; revenue funding requests will not be granted.

3. Full details of the item required, the manufacturer or supplier and the full cost will be required.

4. Where other funding is required, the other sources must be listed and the Parish Council grant is conditional upon those monies also being available.

5. The funding may only be used for the purposes set out on the grant application form.

6. If it transpires that the funding cannot be utilised for the agreed purpose then you must notify the Parish Council at the earliest opportunity.

7. If for any reason all the grant monies are not fully used then the surplus must be returned.

8. Confirmation in writing is to be given by the ‘Project End Date’ that the project has indeed been completed. The letter should verify that the funding has been used for the agreed purpose.

9. Grants will only be made to organisations which are able to demonstrate sound financial management. This demonstration would normally be achieved by presentation of the previous year’s audited accounts. This information must accompany your application.

10. Grants do not normally exceed £150.

11. If you can reclaim VAT, it should NOT be included in the amount requested.

12. Preference will be given to awards which will produce some PROMPT AND TANGIBLE BENEFIT FOR THE PEOPLE OF ASHURST.

13. If your application for a Grant is funded, financial support from the Council should be acknowledged in any publicity relating to the item, and in the organisation’s annual report. Copies of this material should be sent to the Council. Where possible, items purchased with the Council’s support should be marked as such.

**All applicants for grants must complete the Grant Application Form at the end of this document.**

Please return completed forms to: Emily Simpson, Clerk to the Council, 2 Wyldbore Cottages, Walthurst Lane, Wisborough Green, Rh14 0AD. Email: [ashurstclerk@outlook.com](mailto:ashurstclerk@outlook.com)

**DONATIONS**

Donations will be made towards the cost of schemes and projects in the local area which the Council deems worthy of support and within which the actual purposes for which expenditure of funds derived from one contributor cannot be defined. Donations will not normally exceed £100. The Council does not normally contribute to National appeals.

1. What is the objective of your scheme or project? How much do you wish to raise?
2. Is there a time limit within which funds should be raised?
3. What will happen to funds obtained should the intended targets not be met?
4. Why should the Council support this project? Describe the relevance of this problem to Ashurst. If possible, give exact information e.g. figures.

If your application is successful financial support from the Council should be acknowledged in any publicity relating to the appeal and in the project’s annual or final report. Copies of this material should be sent to the Council. Donations are agreed at meetings of the Council which are usually six times per year. The dates are listed on the website.

# **ASHURST PARISH COUNCIL**

**GRANT APPLICATION**

***Please return completed grant application and supporting information to Ashurst Parish Council, 2 Wyldbore Cottages, Walthurst Lane, Wisborough Green, RH14 0AD or email it to ashurstclerk@outlook.com***

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| --- | --- |
| **YOUR GROUP/ORGANISATION** | |
| Name of group/organisation |  |
| Name of applicant and position held in group/organisation |  |
| Address for correspondence |  |
| Telephone number (daytime)    Email address |  |
| Summary of aims and objectives of group/organisation | |
| Is the group/organisation a Registered Charity?  (If so, please supply registration number) |  |
| Number of members in the group/organisation |  |
| Number of members resident in Crowborough |  |
| **DETAILS OF GRANT APPLIED FOR** | |
| Total cost of project |  |
| Amount of grant requested |  |
| Details of funds from group/organisation or other bodies |  |
| Details of what the grant is for and how many Ashurst residents will benefit (continue on a separate sheet if required) | |
| **PREVIOUS APPLICATIONS** | |
| Details of previous grants given to your  group/organisation by Ashurst Parish  Council in the last five years |  |
| **ACCOUNTS** | |
| Please attach a copy of your most recent accounts. New organisations should attach a budget forecast. | |
| I certify that the above information is correct        Signed | Date |
| Name (please print) | |