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NUTHURST PARISH COUNCIL GRANT AWARDING

Date Adopted	Minute Number	Review Date
Nov 2018		June 2020
June 2020	051-20/21	June 2021
June 2021		

1. Introduction

1.1 Nuthurst 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.

2. Guidelines

2.1 An overall limit for the annual provision of grant aid will be determined as part of the budget setting process, and applications will be invited to be assessed at the annual budget meeting in November.

2.2 Applicants must complete a grant application and return it, together with the required financial information, to the council to meet the following deadline:

- by 1st October, for consideration at the Annual Budget meeting
- for a decision at the Annual Parish meeting in March.

2.3 Grants awarded will be paid at the Annual Meeting of the Parish Council in May.

2.4 Applicants will provide details of the project/activity.

2.5 Organisations must provide a report of how the money has been spent. Any unspent money must be returned to the council.

2.6 As a condition of receiving a grant, organisations will be required to acknowledge the council's support in publicity material.

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

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



GRANT APPLICATION FORM

1.	Name of Organisation	
2.	Name, address & position of contact in the organisation	
3.	Phone number of contact	
4.	Email address of contact	
5.	Is the organisation a Registered Charity? If yes, Charity Number	Yes / No
6.	Amount of Grant Requested?	£
7.	For what purpose or project is the grant requested?	
8.	What will be the total cost?	£
9.	When will the money be spent?	
10.	Who will benefit from the project?	
11,	Approximately how many of those who will benefit live in the Parish of Nuthurst?	

Please submit this form together with a covering letter giving any other information which you feel will support your application, together with recently certified accounts. In signing this form you agree to abide by any Terms & Conditions included within the policy.

Signed Date

Name (In capitals)

Please return the completed application form and supporting documents to:

Sarah Hall, Clerk to Nuthurst Parish Council
 107 Morris Drive, Billingshurst, West Sussex RH14 9ST
 or email clerk@nuthurst-pc.co.uk