



107 Morris Drive
Billingshurst
West Sussex RH14 9ST
Telephone 01403 784985
Mobile 07584 308 408
Email: clerk@nuthurst-pc.co.uk
Web: www.nuthurstparishcouncil.co.uk

NUTHURST PARISH COUNCIL GRANT AWARDING

Date Adopted	Minute Number	Review Date
Nov 2018		June 2020
June 2020	051-20/21	June 2021
September 2021	100-21/22	September 2022
September 2022		

1. Introduction

A Parish Council is empowered to incur expenditure in the execution of any works in order to exercise its statutory powers. There is also a power to incur expenditure for the benefit of the area of some or all of its residents (Local Government Act 1972 s137).

Nuthurst Parish Council will consider grants from voluntary groups or charitable organisations. To qualify, the applicant must be able to demonstrate that funding will benefit the Parish, or residents of the Parish. Grants will normally only be considered quarterly by the Finance Committee, which holds meetings approximately four times a year. The dates of these meetings are advertised in advance and are available from the Parish Council Office and website.

The Grants budget will be set annually as part of the general budget setting process.

In determining the validity of an application, the Council will refer to the following guidelines:

Examples of purposes that applications will be considered for:

- To purchase equipment either in part or in full.
- For the funding of transport to enable members to partake in a group trip or outing.
- For training activities.
- For activities that raise the profile of the area.
- For running costs of a viable group that is experiencing a period of hardship.
- For hosting special events or celebrations.
- For the provision of recreational facilities.

Conditions:

- Grants will not be awarded to individuals.
- Additional applications within a 12 month period will not normally be considered
- The award must be used for the purpose for which the application was made.
- If the group is unable to use the award before the proposed end date then an explanation should be provided to the Parish Council.
- Awards must be accounted for and evidence of expenditure should be supplied as requested. If the council is not satisfied that the grant has been spent as defined; they reserve the right to request a refund.
- Any grant must only be used for the purpose for which it was awarded unless the written approval of the Parish Council has been obtained for a change in use of the grant monies.
- Any unspent portion of the grant must be returned to the Parish Council within 6 months after the proposed end date of the project.
- An acknowledgment of the contribution should be made to the Parish Council and wherever the Parish Council requests that reference is made to the grant in the organisation's annual accounts.
- This policy may be amended at any time by the Council following a motion having been published on the agenda.
- Preference will be given to awards which will produce some prompt and tangible benefit for the people of Nuthurst.

Eligibility:

- Any Charity, Voluntary Group or Community Organisation operating within the parish.
- Agencies that operate within the Parish and are of benefit to the local community, with the following provisos:
- The Parish Council will NOT fund activities that it considers to be the responsibility of a Statutory Authority.
- Applications from schools for an activity that takes place within the school day will not be considered.
- The Parish Council will not fund activities outside its powers and functions.

Submission of the Application:

- Applications must be submitted to the Clerk at the address given above.
- The application should be supported by a copy of the latest set of annual accounts.
- The number, or percentage, of members that belong to the organisation and that live within the Nuthurst Parish Area



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