

## **BIBURY PARISH COUNCIL – GRANT AWARDING POLICY**

### Introduction

A grant is any payment by the Council to be used by an organisation for a specific purpose that will benefit the parish, or residents of the parish, and which is not directly controlled or administered by the Council. The Council awards grants, at its discretion, to parish organisations which can demonstrate a clear need for financial support to benefit the parish by:

- Providing a service
- Enhancing the quality of life • Improving recreation and / or sports
- Improving the environment
- Promoting the parish of Bibury in a positive way.

### Grant Application Process

1. The Clerk to the Council will receive all applications in the first instance and will then collate all the necessary information from the applicant ready for presentation and discussion at the next appropriate Council meeting.

2. Applicants will be required to complete an application form, available from the Parish Council Office or the website ([www.bibury-pc.gov.uk](http://www.bibury-pc.gov.uk)). All questions on the application form should be fully answered and additional appropriate information, which supports an application, should be provided.

3. In addition to the application form organisations will be required to provide the following supporting information:

- a. A copy of their written constitution or details of their aims and purpose
- b. Full details of the project or activity for which funding is sought.
- c. Demonstration that the grant will be of benefit to the local community within the parish
- d. Demonstration of a clear need for the funding
- e. A copy of the previous year's accounts or, for new initiatives, a detailed budget and business plan
- f. Where appropriate, a copy of the organisation's latest bank statement.

4. The Council will expect to receive in writing to the Clerk any expression of interest for a possible grant application exceeding £500 by 30 October of the financial year prior to the funds being required, in order that budget provision can be considered.

5. The Full Council will make the decision on which grants to award. All applicants will be contacted following the Council's decision.