GRANT AWARDING POLICY

1. Introduction

1.1 **[ENTER NAME]** 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 two points during the year.

2.2 Applicants must complete a grant application and return it, together with the required financial information, to the council to meet the following deadlines:
- Tranche 1 – by **[ENTER DATE]**, for decision at **[ENTER COMMITTEE OR COUNCIL]** meeting
- Tranche 2 – by **[ENTER DATE]**, for decision at **[ENTER COMMITTEE OR COUNCIL]** meeting

2.3 Grants awarded at the **[ENTER COMMITTEE OR COUNCIL]** meeting will be paid by **[ENTER DATE]**. Grants awarded at the **[ENTER COMMITTEE OR COUNCIL]** meeting will be paid by **[ENTER DATE]**.

2.4 Grants will not routinely exceed 50% of the cost of the project or activity.

2.5 Applicants will provide details of the project/activity and the number of **[ENTER NAME]** residents expected to benefit.

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

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

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

2.9 In exceptional circumstances, a grant may be awarded outside the grant timetable at the discretion of the **[ENTER COMMITTEE OR COUNCIL]**. The council reserves the right to refuse any grant application, or offer an alternate amount to that originally requested.

Date adopted