



PITSTONE PARISH COUNCIL

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Grant Awarding Policy

Introduction

Pitstone parish council sets aside a small budget each year to help local groups with expenses for equipment or events. It is able to offer grants to community and voluntary bodies provided they meet our criteria.

Criteria

- All applicants must provide services that benefit the residents of Pitstone.
- The council reserve the right to prioritise applications that meet identified needs or other areas of focus that may be determined.
- It must be within the legal power of the parish council to supply a grant for the requested purpose.

Application Procedure

1. Applications must be submitted in writing (email is acceptable), addressed to the clerk of the council, be on the group's headed paper and be submitted by an accredited representative of the group.
2. You must set out exactly what the money is required for, the total cost of the project and the amount of grant you are requesting from the parish council.
3. Please provide details of the financial contribution that the group itself is making to the project. This is very important and will be a factor in the council's decision making process.
4. Please provide details of other funding sources that have been confirmed or approached. The council is unlikely to approve a request for 100% of the project costs, so it is important that you are proactively considering a number of options.
5. You should include any necessary evidence to support your requirement. For instance, if your group needs additional equipment to meet an industry standard then details of this should be provided.
6. You should include information regarding the number of beneficiaries from your organisation that are residents of Pitstone.

7. You may be asked to provide copies of your recent bank statements and you may be asked to attend the parish council meeting to discuss your application in more detail.

Deadlines

1. Grant applications will be considered quarterly – in April, July, October and January – at the full council meeting that will normally take place on the last Thursday of each month. Please check the exact meeting date on the website (www.pitstone.co.uk) or by contacting the clerk.
2. Please ensure your application reaches the clerk at least 10 days prior to the meeting date or we can't legally consider the expenditure at the meeting. Please be aware that your application will appear on the council agenda, which is published freely around the village and on the web site.
3. Applicants will normally receive a decision letter within two weeks of the council meeting. Successful applicants will normally find a cheque enclosed.
4. In urgent cases, it may be possible to consider a grant request outside of the stated timescales. If you feel this may be necessary, please contact the clerk.

Requirements

Any grant awarded must be acknowledged in any publicity or literature you subsequently produce.

Further information can be obtained from the clerk of the council, Mrs Laurie Eagling, on the above contact details.

Review

This grants policy was adopted by Pitstone parish council on
minute reference and will be reviewed on at least an annual basis.

Signed on behalf of Pitstone Parish Council by:

Chairman