



## **ASHMANSWORTH PARISH COUNCIL GRANT AWARDS**

### **Policy and Procedure for Awarding Grants**

Applicants should carefully read the Policy and Procedures before making an application for a grant

#### **Parish Council Policy**

1. The Council will set an annual budget for grants. The total amount of grant money available may vary from year to year.
2. Requests for grants will only be accepted for consideration provided that the Council's "Application for Grants" form has been completed and appropriate supplementary information provided.
3. Applicants may be required to attend the meeting to answer any questions councillors may have about the project.
4. Grants given will be from £25 to £400 and will not be made retrospectively.
5. Applications for grants of less than £100 can be made at any time but please allow at least 4 weeks for your application to be considered by the Parish Council.
6. We would encourage grant applications for £100 or over to be made prior to November each year which will allow for consideration by the Council when preparing the budget for the following financial year.
7. In the event of there being more applications than the Council has budgeted for, the successful applications may be scaled down to fit the budget, rather than deleting applications which merit a grant.
8. Grant recipients may be requested to provide evidence of purchase.
9. The Parish Council will consider only one application for each project in any one financial year. However, an organisation may apply for funding for more than one project within a financial year.