

LAYHAM PARISH COUNCIL
GRANTS POLICY AND PROCESS

1 Policy

Layham Parish Council awards grants at its discretion to community organisations that can demonstrate a clear need for financial support to benefit Layham by:

- providing a service
- enhancing the quality of life
- improving the environment
- promoting Layham in a positive way

The organisation must be non-profit making or charitable (optional).

Grants will not be made to individuals and would not normally exceed 50% of the cost of the project or activity.

Grants will not be made retrospectively and only one application for a grant will be considered from each organisation in any one financial year.

The Parish Council will expect to be informed of requests for grants exceeding £250 by September of the financial year prior to the funds being required, in order that budget provision can be considered.

2 Process

The grants budget will be set annually as part of the general budget setting process. Applications will be invited throughout the year.

The scheme will be publicised through noticeboards, newsletter, press release and web-site. An advertisement in the local paper may be considered. Organisations will not be automatically written to on the basis of previous expressions of interest.

Organisations will be required to provide a copy of their previous years accounts or for new initiatives, a budget forecast.

All valid applications will be considered by the Finance and General Purposes committee.

All applicants will be contacted following the Finance and General Purposes Committee's decision.

Applicants will need to provide details of their aims and purpose, project or activity, proportion/number of beneficiaries living in the electoral area, and must demonstrate a clear need for funding.