
OCCOLD PARISH COUNCIL

Grant Awarding Policy

Approved and adopted at the Parish Council Meeting on 1 March 2021

1. General Statement of Policy

- a. This policy has been drawn up to demonstrate a fair and transparent process for awarding grants.
- b. Occold Parish Councils' annual budget includes a sum of money for grants for projects that will be of benefit to the residents of the Parish.
- c. Any organisation wishing to apply for grant funding must apply in writing using the grant application form and submit it to the Clerk.

The applicant must demonstrate that any funding provided by the Parish Council will be of benefit to the residents of the Parish. The Parish Council will not normally make grants to organisations outside of the Parish unless there are direct benefits to the Parish or its residents. Applications should be made for 'one-off grants' that will not result in any recurring expenditure for the Parish Council.

- d. The Parish Council will not award grants to Political Parties or Religious organisations unless for a purpose which does not discriminate on grounds of belief.

2 Process of Applying for Grants

- a. When considering a grant application, the Parish Council will take into account -
 - Whether the Parish Council has the power to make the grant
 - Whether the applicant has shown a degree of fund-raising on a 'self-help' basis
 - Whether the applicant has applied to other bodies for grant funding for the same project
- b. Grant requests must be submitted in writing using the Grant Application Form. All requests must include the necessary supporting information as above.
- c. Completed application forms and documentation should be posted or emailed to the Parish Clerk c/o 25 Hill Farm Road, Long Stratton, Norfolk, NR15 2WA.
Occoldparishcouncil@gmail.com
- d. Applications will be considered by the Parish Council and will only be awarded by resolution of the Full Council. Applicants may attend the meeting to answer any questions councillors may have and are subject to the availability of sufficient funds.
- e. Grant awards will be made in a single payment.

3 Reporting on the Grant

- a. The Council may require recipients of Grants to provide a written report of how the grant money has been used. It may take the form of an annual report or set of accounts that clearly identify the manner of spending.