

# STOW BARDOLPH PARISH COUNCIL

## GRANT AWARDING POLICY

### Introduction

Stow Bardolph Parish Council has a small amount of money each year to support projects which will benefit its parishioners; this policy sets out how those funds will be allocated. The Council will consider applications for grant funding from any group or organisation which supports the objectives of the Council and could include, for example, projects aiming to reduce social isolation, improve road safety or supply sporting equipment.

### Eligibility

Any not-for-profit group or organisation may apply. Groups do not need to be registered charities but should be constituted, have a clear management structure and their own bank account. Those organisations need not necessarily be in the parish, but must show evidence that Stow Bardolph parishioners will benefit from the project.

### The Application Process

All applications should be submitted in writing and must include the details requested in the checklist below. Applications will be considered at the next full meeting of the Council; therefore, any application must be received by the Parish Clerk at least 10 days before a meeting in order to be included on the agenda. Successful applicants will be notified following that meeting and will receive a cheque at the same time.

### The information you need to include on your application form:

- ✓ Name of the main contact for the organisation applying for the grant
- ✓ Contact details for that person (including name, address, email & telephone number)
- ✓ Name of your organisation and details of how it is managed
- ✓ Information about the project for which you are applying, including details of how it will benefit the residents of Stow Bardolph
- ✓ A timeline for your project (if applicable)
- ✓ The cost of the project and your own contribution
- ✓ Any other funding secured – or any funding applications pending
- ✓ A copy of your Equality Policy

### Conditions

- ❖ No grant award can be made to individuals.
- ❖ Grants cannot be used to fund religious or political activities.
- ❖ Applications which do not contain all the information requested above will be excluded.
- ❖ Successful applicants must confirm receipt of the grant in writing.
- ❖ Only one grant per organisation will be awarded in any financial year.
- ❖ Grants cannot be awarded retrospectively.
- ❖ The Council may request further information, including a copy of your most recent accounts.

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- ❖ In line with Stow Bardolph Parish Council Code of Conduct, where a Member of the Council is also a member of the group applying for the grant, that Member must declare an interest in the matter and refrain from voting.

There is no maximum amount for grants but the Council are unlikely to make awards of more than £500.

Applicants are encouraged to contact the Clerk for an informal discussion before submitting their application.

Please note: there is no application form.

Applications should be emailed or posted to the Clerk:

Mrs V Howling  
77 The Drove  
Barroway Drove  
Downham Market  
Norfolk  
PE38 0AJ

Telephone 07485 287274

Email: [stowbardolphpc@btinternet.com](mailto:stowbardolphpc@btinternet.com)

Website: [www.stowbardolphpc.info](http://www.stowbardolphpc.info)