

TROTTSCLIFFE PARISH COUNCIL

Grants & Donations Policy

and Application Form

Reviewed & adopted: 3 December 2015

Trottscliffe Parish Council (the Council) sets aside a sum of money each year to be awarded in grants or donations to organisations for projects or services that will be of benefit to the residents of the Parish. This policy document has been drawn up to demonstrate a fair and transparent process for grant awards.

To qualify for a grant, an organisation must first complete a grant **application form** and submit it to the Parish Clerk.

The applicant must be able to demonstrate that any funding provided by the Council will be of benefit to the Parish and/or its inhabitants. The Council will not normally make grants or donations to organisations outside of the Parish unless it can be demonstrated that there are, or have been, direct benefits to the Parish and/or its inhabitants.

Applications should be for 'one-off' grants which will not result in recurring expenditure to the Parish Council. Other factors that the Council will take into account when considering an application include;

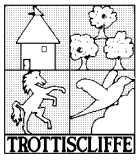
- Whether the Council has the power to make this grant
- Whether the applicant has demonstrated some degree of fundraising on a "self-help" basis
- Whether the applicant has applied to other bodies for funding for the same project

The Council will consider grant applications at Full Parish Council Meetings. A calendar of meetings can be found on the Parish Council website or by contacting the **Clerk to the Parish on 01732 844 832**.

Grants or donations can only be awarded by resolution of the Full Council and are dependent on the availability of funds and the suitability of the application. Grants cannot be made to individuals.

PROCEDURE

1. Grant requests must be supported by a completed **Grant Application Form**.
2. Completed application forms and any supporting documentation should be posted to the **Parish Clerk at 75 Hazen Road, Kings Hill, West Malling, Kent ME19 4JU**.
3. The Council would welcome a representative at the relevant meeting to answer any questions which may arise whilst the grant is being considered.
4. If successful, the grant is made in a single payment.
5. After the grant has been awarded, the Council requires feedback in the form of a statement of how the money was used.
6. If you require any further information, please contact the **Clerk on 01732 844 832**. These guidelines and the Grant Application Form can also be downloaded from the Parish Council website



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GRANT APPLICATION FORM

Please read the Trottscliffe Parish Council's (the Council) policy and procedures for awarding grants before completing this form. Please use a continuation sheet where necessary. The Council will not normally make grants to organisations outside of the Parish unless it can be demonstrated that there are direct benefits to the Parish.

1.	Name of organisation making the application:	
2.	A short description of organisation:	
3.	Name, address & status of contact:	
4.	Telephone number & email address of contact:	
5.	Is the organisation a Registered Charity?	Yes/No If applicable please provide the Registered Charity number:
6.	Amount of grant requested:	
7.	A short description of what the grant is for:	
8.	Who will benefit from the project?	
9.	Approximately how many of those who will benefit are residents of Trottscliffe?	
10.	If the total cost of the project is more than the grant, how will the rest be financed?	
11.	Have you applied to any other body for a grant for the same project? If yes, please give details?	

Trottscliffe Parish Council also requires an indication of funds held by the organisation. A financial statement or similar should accompany this application. **Attached: Yes/No**

Please use a separate sheet of paper to submit any additional information you feel will support this application. **Attached: Yes/No**



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Signed..... Name: Date.....