

POUGHILL PARISH COUNCIL - GRANT GIVING POLICY

The Parish Council wishes to support local groups/organisations who work within the parish/community to develop or enhance facilities available, or who contribute to the well-being of parishioners. Grant giving is funded from annual precept income and forms part of the budget set annually in January.

ELIGIBILITY CRITERIA

1. Applicants must have a bank/building society account for their organisation with at least two signatories.
2. Applicants must be non-profit making/charitable organisation operating within the parish of Poughill. Organisations may be registered as a charity, but non-registered organisations will still be eligible if a management committee is in place and all other criteria are met.
3. Applicants must have a constitution or equivalent. Groups working together to run a project may be considered without a separate constitution but must have a separate bank account.
4. The applicant's aims and objectives must be clear and show direct benefit to Poughill parish/community and/or the lives of people within the Poughill parish/community. The application must state how the grant will benefit the parishioners of Poughill.
5. The Parish Council reserves the right to publish details of any grant funding given and projects supported.

WHEN TO APPLY

Applications are considered at Full Council meetings, which are held six times a year in January, March, May, July, September and November. The dates of meetings are published on the website <https://www.middevonparish.co.uk/poughill/parish-council/>. All applications should be submitted no later than two weeks prior to the date of the next meeting. You will be notified of the outcome of your application after the meeting. If successful, your grant will be paid by BACS.

HOW TO APPLY

Applications must be submitted by email using the Grant Application Form below to the Parish Clerk clerk@poughillparishcouncil.org.uk. Please ensure you comply with the eligibility criteria as stated above.

TERMS & CONDITIONS

You must use the grant within one year for the purpose for which it was given. Any delays with project timescales must be reported to the Clerk. The Council may request details of the progress of the project and may require proof of expenditure. Unspent grants may have to be repaid.

GRANT APPLICATION FORM

- Please complete all questions. Where a question is not applicable, please enter N/A on the form.
- If you wish to provide additional information or expand on a question, please provide an attached sheet.
- Please refer to the Council’s Grant Giving Policy for eligibility criteria.
- The deadline for returning completed applications is no later than two weeks before the date of the next Full Council meeting. Grant applications will be considered by the Council at the next Full Council meeting following receipt of the application.

Submission of this application does not automatically mean that an award will be granted. Poughill Parish Council reserves the right to award grants at their discretion.

Name of Group/Organisation			
Contact Name		Position	
Telephone		Email	
Website			
Is your organisation a registered charity?	Yes / No	If Yes, Charity Number	
Brief description of your group/organisation’s main purposes/activities			
Project for which the grant is required and how it will benefit the parishioners of Poughill			
Total Cost of Project		Amount of Grant Requested	

Please return this form to the Parish Clerk clerk@poughillparishcouncil.org.uk.