

# Lawford Parish Council



## LAWFORD PARISH COUNCIL Grant Giving Policy

The Council wishes to support local groups/organisations who contribute to the well-being of residents living in Lawford.

Grants will not be made retrospectively and usually only one application will be considered from an organisation in any one financial year. The financial year runs from 1 April.

The maximum grant payable in any one financial year will normally be £1,000.00.

### When to Apply

Applications are generally only considered once a year. You will be notified of the outcome of your application after the decision meeting. If successful, your grant will be paid as soon as possible after the decision meeting.

### ELIGIBILITY CRITERIA

- Applicants must be non-profit making/charitable organisation.
- Applicants must have a bank/building society account with at least two signatories.
- Applicants must have a constitution or equivalent to submit with their application.
- The applicant's aims and objectives must be clear and show the direct benefit to Lawford parish/community and/or the lives of people within the Lawford parish/community.

### HOW TO APPLY

If you meet the eligibility criteria above, please submit your application in writing, stating what the grant is required for, how the grant will benefit the parish/community and state the amount of grant requested.

Applications to the Parish Clerk, Council Offices, Ogilvie Hall, Wignall Street, CO11 2JG

Email: [clerk@lawfordpc.org.uk](mailto:clerk@lawfordpc.org.uk)

If you need assistance with your application, please contact the Clerk.

### 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.

### Policy Implementation Notice

This is the policy statement of: **Lawford Parish Council**

The overall and final responsibility for this policy is that of: **Parish Councillors**

Approved by **Full Council**: 20<sup>th</sup> March 2023

# Lawford Parish Council



Day-to-day responsibility for ensuring this policy is put into practice is delegated to: **The Parish Clerk**

Policy review date: March 2024