



Starston Parish Council.

Mrs Clare Crane (Parish Clerk) Sixmill Green, Colegate End Road, Pulham Market, Diss, Norfolk, IP21 4XG

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Starston Parish Council

Grant Awarding Policy

1. Grant Awarding Policy

Overview

Starston Parish Council ("The Council") will consider on a case by case basis applications from village organisations for grants or funding.

Process

The grant application is sent to the Parish Clerk for inclusion on the next meeting formal agenda.

The Council meeting will consider Grant applications during a formal Council meeting.

If an application is approved:

- the Council will issue a cheque for the sum agreed
- Clerk will record the transaction in the Council finances
- the Clerk will write to the applicant enclosing the cheque and the "conditions" section below
- the Clerk will minute the action for the record.

If an application is refused:

- the Clerk will note the comments from the meeting and advise the applicant accordingly
- the Clerk will minute the action for the record.

Eligibility

Any Charity, Voluntary Group or Community Organisation. They must operate within the Parish and provide benefit to the local community, with the following provisos:

- must not be for an activity / organisation which is the responsibility of a Statutory Authority.
- applications from schools for an activity that takes place within the school day will not be considered.
- the Parish Council will not fund activities outside its powers and functions.



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- applications for general fund raising will not normally be considered.
- groups operating outside the parish boundary will not normally be considered.
- grants are not awarded to individuals.

Award Conditions

1. Grant recipients will undertake to report to the Annual Parish Meeting (verbally or in writing) how the grant was used.
2. Additional similar applications within a 12-month period will not normally be considered.
3. The award must be used for the purpose for which the application was made.
4. The award must be returned to the Council if it cannot be used for the stated purpose.
5. All awards must be properly accounted for and evidence of expenditure should be supplied. If the Council is not satisfied with the arrangements, they may request a refund of monies awarded.

This Grant Awarding Policy was approved at a meeting of

Starston Parish Council

on.....

Signed.....

Position on the Council

Date of next review.....