

## **THORVERTON PARISH COUNCIL – GRANT GIVING POLICY**

### **APPLICATION FORM**

1	Name of Organisation:	
2	Contact Details (please include phone number and e-mail address where possible)	
3	a) Name of your Project  b) Brief Description	a)  b)
4	Why is your project necessary?	
5	Total cost and timescale of your project	£
6	Grant amount requested Please state the cheque payee*	£
7	How much of the project will be funded from your own resources?	£
8	What other sources of grant funding have been approached and with what results?	
9	What benefits would this project bring to the Community of Thorverton?	
10	Please provide a copy of the latest bank statements for all accounts (if applicable). Please attach a copy of the latest Accounts (if applicable).	
11	Print name and office held then sign and date this form.	Office held:  Signature: <span style="float: right;">Date:</span>

When completed please forward this form, with attachments, to: Jim Roberts, Clerk, Thorverton Parish Council.  
Email [thorvertonpc@gmail.com](mailto:thorvertonpc@gmail.com) 10 The Glebe, Thorverton EXETER EX5 5HU or hand to any Parish Councillor.

\*Please note cheques cannot be paid to individuals.

(Nov 2024)

## **THORVERTON PARISH COUNCIL - GRANT GIVING POLICY AND APPLICATION FORM**

### **a) How a grant is allocated:**

- Through its grant funding process Thorverton Parish Council is keen to support local organisations or groups so as to enhance the facilities available to, or the well-being of, parishioners. Any financial support will be subject to availability of Parish Council funds.
- The Council may award financial assistance to local organisations, groups or individuals.
- Applications, using the attached application form, may only be from non-profit making or charitable groups or organisations.
- The Council will take into account how much of a project's funding is being provided from the applicant's own funds or from other sources. The Council will not normally expect to fully fund a project.
- The maximum grant that can be applied for is £2,000.
- Any agreed funding is subject to it being within the powers of the Parish Council.
- Applicants must explain within their application what the grant funding will be used for; the total cost of the project; the date by when the funding is required; and the date when it is expected to be spent.
- The Parish Council will monitor the grant awarded to ensure that the funding is spent properly. If the Council believes that the grant has not been used in the way intended, the Council will take steps to recover the grant.
- Applications will be considered by the Parish Council throughout the year and will appear on the monthly Parish Council Meeting agenda.
- The Parish Council's decision is final and will be notified to the applicant(s) following the Council Meeting. Details of sanctioned grant funding will appear in the Meeting Minutes. Grant funding will be paid by cheque.

### **b) Conditions applicable to any grant funding:**

- Grant funding must be used within twelve months of receipt and only for the purpose for which the funding was granted.
- Any grant unspent after the twelve-month period may be recalled by the Parish Council.
- The recipient(s) of grant must provide the Parish Council with a note of how the grant was used, within two months of it having been used.
- The Parish Council reserves the right to publish details of any grant funding given and projects supported.

(Nov 2024)