



**Working for the Community in Rotherfield, Mark Cross,
Eridge Green, Boarshead and surrounding areas**

ROTHERFIELD PARISH COUNCIL GRANTS POLICY

Under Section 137 of the Local Government Act 1972, Rotherfield Parish Council has discretionary powers to award grants to local groups or organisations for the purposes of bringing a direct benefit to the parish or its residents.

Grant applications will be considered at the April meeting of the Finance and General Purposes Committee for recommendation to the April monthly Council meeting. The dates are available from the Clerk or from the Council website.

Applicants are welcome to attend the meeting at which the application is to be considered and at the Chairman's discretion may address the Councillors to give background and further information for a maximum period of three minutes.

To be considered for an award, applicants must apply for a grant using the application form at the end of this document.

What can be funded?

1. Purchasing equipment either in part or in full.
2. Funding of transport that will enable group members to partake in a group trip or outing regardless of their incomes.
3. Contributing toward running costs of a group/organisation serving parishioners.
4. Training activities, or to purchase the expertise of an outside trainer/ instructor/ facilitator.
5. Activities that raise the profile of the area.
6. Hosting special events or celebrations.
7. Provision of recreational facilities.

Conditions of support

The Council may make the award of any grant subject to all or some of the following conditions:

1. The grant should benefit people who live in the parish.
2. The project should be something that makes the local community a better place in which to live, work or visit.
3. Additional applications within a 12 month period will not normally be considered.
4. The group will write to confirm receipt of the cheque for audit purposes, or as the cheque is handed over a representative of the group will sign for receipt at the same time.
5. Funding must only be used for the purpose agreed with the Parish Council and if all the monies are not spent on the items agreed, the balance must be returned.
6. All awards must be properly accounted for and evidence of expenditure should be supplied as requested. If the Council is not satisfied with the arrangements, they reserve the right to request a refund of monies awarded.
7. Donations to registered charities in response to a general fundraising appeal will normally be restricted to an upper limit of £100.
8. If project costs are more than anticipated on application, any shortfall must be met by the group.
9. Groups operating outside the parish boundary will normally be limited to an upper limit of £100.



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10. You should give a written report on how the group spent the money and, if appropriate, how the group or project is progressing.

Who Can Apply?

1. Any registered charity, voluntary group or community organisation.
2. Agencies that operate within Rotherfield Parish and are of benefit to the local community, with the following provisos:
 - The Council will not fund activities that it considers to be the responsibility of a Statutory Authority.
 - Applications from schools for an activity that takes place within the school day will not be considered.
 - The Council cannot fund activities outside its legally defined powers and functions.
 - The Council will not fund individuals or businesses.

Adopted **August 2021**

Review Date: **August 2023**



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GRANT APPLICATION FORM	
Name of organisation:	
Is the organisation a Registered Charity? *YES/NO (*please delete as appropriate)	
If yes, please indicate the Charity Number:	
Objects and aims of your organisation:	
Is the grant requested for a specific project? *YES/NO (*please delete as appropriate)	
If no, please proceed to the next section	
If yes, please give details of the specific project:	
If a grant is not for a specific purpose, please state the amount requested and describe how it will be used:	
Would the grant that you seek be applied for the general benefit solely of the parishioners of Rotherfield Parish or for a wider area?	
Approximate number of parishioners who would benefit from the grant?	

Name of Applicant.....

Position

Address.....

.....

Email

Telephone Number

Signed..... Date



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This application form should be submitted to the Council at the address below to assist their decision making accompanied, if possible, by audited annual accounts for the last financial year.