

LITCHBOROUGH PARISH COUNCIL (LPC) - GRANTS POLICY

Procedure adopted at March 2014 meeting (minute 048).

Policy statement

LPC wishes to assist the people of Litchborough by awarding grants to local voluntary organisations or charities to improve the wellbeing of the local community.

Grants will be awarded purely at the discretion of LPC from a limited budget available each year for this purpose.

Guidelines for Grant Applications

- 1) It is a condition of any grant application that the project must bring direct benefit to the residents of Litchborough; this must be clearly demonstrated in the application.
 - 2) Grant Applications Forms are available from the Clerk or from the village website.
 - A set of Accounts/ Income & Expenditure statement, and any other documentation deemed necessary, must be provided by applicants before a grant can be made by the Parish Council
 - All questions must be answered
 - 3) Any supporting evidence must be supplied.
 - 4) Applications must be submitted to the Clerk by the date specified each year
 - 5) Applications will be considered on their merits.
 - There is neither a guarantee of a grant or of a continuing grant.
 - The size of any grant awarded is at the sole discretion of LPC.
 - 6) The grant can only be spent on the purpose(s) approved and organisations will be asked to report back to the Annual Parish Assembly on the outcome.
 - 7) Applications will be considered at the budget meeting in January each year for the LPC's **budget** of the next financial year
 - 8) Dates of meetings are displayed on the LPC notice board and village website.
 - 9) To comply with legal requirements, organisations with **committed grants** must **invoice** Litchborough Parish Council for the amount, as cheques cannot be raised without a corresponding invoice.
 - 10) Applications will not be considered from
 - Individuals
 - Religious bodies where the monies will be used for religious purposes
 - Private organisations operating as a business to make a profit
 - Organisations intending to support or oppose any particular political party or to discriminate on the grounds of race or religion
 - Establishments and organisations for whom LPC considers that the Central Government, Health Authority, District or County Council or other similar public body are the appropriate funder
- 'Upward funders', ie local groups whose fund raising is sent to their national HQ for redistribution