

## Introduction

Ugborough Parish Council budgets a sum of money every financial year for grants to local voluntary or charitable organisations where the activities will contribute to, and be of benefit to, the life or community and benefit the people of Ugborough.

These grants are limited and are made available to organisations that can demonstrate a need for assistance.

A total figure for available grant aid will be agreed by the Council as part of the budget for each financial year. To ensure that fair and proper consideration may be given to all requests, the Council requires

applicants to follow the following Application Process:

## Application Process

Applications should be in writing and include the following information:

- Name of applicant
- Contact details
- Any relationship to Council Members
- Purpose of the grant
- Cost of the project/scheme
- Amount of grant applied for
- Previous grant applications to the Council
- Latest financial accounts.
- Constitution or rules of the organisation.
- Any additional information the organisation considers will support its application

## Conditions

### 1. Organisations and Locality

1.1 Applications for assistance must be made on an annual basis irrespective of the type of financial assistance being requested.

1.2 Applications will only be accepted from charitable, voluntary and non-profit making organisations.

1.3 Organisations should be local to Ugborough or, if outside the boundary, its work should be of benefit to the Parish and its residents.

1.4 The Council is unable to give financial assistance to individuals or charities operating overseas.

### 2. Type of Financial Assistance

2.1 Annual Grants - The Council will provide grant aid for revenue expenses towards the continuing provision of a service.

2.2 Project Grants - The Council will provide grant aid toward specific projects or purchases of equipment.

### 3. General

3.1 Grants should be spent for the purpose and on the project/activity for which they were given and the Council would ask for due recognition and advertisement for any grant aid awarded.

3.2 Grants will not be made for money already spent.

3.3 Organisations receiving grant aid are required to provide the Council with a written report within six months of the award date to demonstrate how the funds are being spent. The report may also be included in the Council's newsletter or howsoever the Council may wish to use it.

3.4 If an organisation is dissolved the Council would expect the organisation to reimburse the grant awarded.

3.5 Organisations are not restricted to the number of grant applications they may submit to the Council during any year. However, the history of previous applications may be considered in the decision-making process.

3.6 The awarding of a grant in one year or period does not set a precedent for any subsequent applications.

3.7 If contractors are used for any work, the Council may require organisations to provide written estimates.

**Ugborough Parish Council will:**

- Publicise widely, throughout the Parish, the availability of grant aid
- Review the grant aid budget on a regular basis and at least annually
- Periodically review the policy and applications for grant aid