



## **FISHBOURNE PARISH COUNCIL**

### **GRANT AWARDING POLICY**

**Adopted on 19 November 2019**

**Signed**

*Geoff Hand* **Chairman**

**Minute reference: 19/156.4**

**Reviewed 4 May 2021: min ref 21/81.3**

Fishbourne Parish Council sets aside a sum of money each year to be awarded in grants to organisations for projects that will be of benefit to the residents of our Parish. This policy document has been drawn up to demonstrate a fair and transparent process for grant awards.

To qualify for a grant, an organisation must first complete a grant application form and submit it to the Parish Clerk. The applicant must be able to demonstrate that any funding provided by the Parish Council will be of benefit to the Parish or its inhabitants. The Parish Council will not normally make grants to organisations outside of the Parish unless it can be demonstrated that there are direct benefits to the Parish. Applications should be for 'one-off' grants which will not result in recurring expenditure to the Parish Council.

Other factors that the Parish Council will take into account when considering a grant application include:

- Whether the applicant has demonstrated some degree of fundraising on a "self-help" basis
- Whether the applicant has applied to other bodies for funding for the same project

The Parish Council will consider grant applications once a year at the Full Parish Council Meeting normally on the third Monday in October.

Dates of meetings can be found on our website at [www.fishbourne-pc.gov.uk](http://www.fishbourne-pc.gov.uk) or by contacting the Clerk on 01234 788563. Grants can only be awarded by resolution of the Full Council and are dependent on the availability of funds and the suitability of the application. Grants will not be made retrospectively.

## PROCEDURE

1. Grant requests must be supported by a completed Fishbourne Parish Council Grant Application Form.
2. Completed application forms and any supporting documentation should be emailed to the Parish Clerk: [parishclerk@fishbourne-pc.gov.uk](mailto:parishclerk@fishbourne-pc.gov.uk) or posted to the Parish Clerk at The Parish Office, The Fishbourne Centre, 46 Blackboy Lane, Fishbourne, Chichester, PO18 8BE.
3. Applications must be received by 1 October at the latest. Any applications received after this date will not be considered until the following year unless there are exceptional circumstances.
3. The Parish Council would welcome a representative at the relevant meeting to answer any questions which may arise whilst the grant is being considered.
4. If successful, the grant is made in a single payment.
5. Details of which organisations have received a grant during the year are included in the report given at the Annual Parish Council Meeting each year.

If you require any further information, please contact the Clerk on 01243 788563 or [parishclerk@fishbourne-pc.gov.uk](mailto:parishclerk@fishbourne-pc.gov.uk). These guidelines and the Grant Application Form can also be downloaded from the Parish Council website.