

Boxford Parish Council

Grants to Outside Organisations/Individuals – Policy

GENERAL

- (1) This policy is designed to help and guide local clubs, societies and organisations making applications for Grant Aid to Boxford Parish Council.
- (2) It is a prime objective of the council to encourage local groups and this can be done through many ways, including Grant Aid.
- (3) Grant Aid will be considered to help towards --
 - (a) Capital cost of new or improved facilities or equipment
 - (b) Providing a public service
 - (c) Supporting a specific event
 - (d) Improving the Environment
 - (e) Enhancing Quality of Life
- (4) Grant applications will be considered at ordinary meetings of the full Council. Each application will be assessed on its own merits and will be considered along with other applications at the meeting. To ensure as fair a distribution as possible, the Council will take into account the amount and frequency of previous awards.

CONDITIONS OF FUNDING

- (5) Applications must be made on the attached form.
- (5) The Parish Council will only give to activities specifically designed to benefit Boxford and its residents.
- (7) Applications will be considered from individuals as well as organisations.
- (8) Applications WILL NOT be considered from:-
 - (a) Organisation intending to support any particular Political Party or to discriminate on the grounds of race or religion
 - (b) Profit or surplus making private businesses
 - (c) Local groups whose fund raising is sent to their central HQ for redistribution
- (9) Ongoing commitments to fund future years will not be made. A fresh application will be required each year.
- (10) The Committee could request details of membership, location of the group, and age range of the members where appropriate. They also could need to know the nature and activity of the organisation and full details of the project to which the Grant Aid will be applied.
- (11) The offer of Grant will be publicised in some form by the Parish Council.
- (12) Only one grant will be considered for an organisation during the year unless there are exceptional circumstances, and these are to be reported and approved by the Committee.

Grant Application Form

Boxford Parish Council

Application for Donations and Grants

Boxford Parish Council supports community groups and charitable organisations with small grants awarded twice annually. A range of grants will be available and funds are limited. Projects supported must benefit the community. Grants to individuals may be considered.

If you have any difficulty in filling out this form then please contact the Parish Clerk on 01xxx 123456.

Section A – Details of Organisation

Name of Organisation to which the grant should be made payable	
Address for Correspondence	
Telephone Number	
Email address	
Contact Person & Position	

Section B – Financial Details of Application

Total Cost of Project	
Breakdown of Total Cost (include a “shopping list” if applicable)	
Amount raised so far	
Amount of Grant for which you are applying	
Other sources of funding (how you intend to raise the balance)	
Benefit to the Community Please list the benefits that you consider this donation/grant will make to the community and/or its inhabitants	

Name..... Signed.....

Date.....

Any Further Information

For office use only
 Date Received
 Remarks

Meeting date
 Amount Granted
 Date Grant Paid